



Basics in Finance & Accounting: Bookkeeping **Course Outline**

Rationale/purpose

This course aims to provide the participants with basic Bookkeeping skills. It provides a general knowledge in the field as well as teaches the participants how to understand bookkeeping, recording and reporting financial information.

Modes of programme delivery

This course is a full-time two day course.

Entry Requirements

To enrol in the course the applicant is required to be either a full-time employee at an organisation or have an interest in learning the skills of Bookkeeping.

Main Topics and Learning Outcomes

The course is given as a part of foundation certificates and as such will focus on providing basic knowledge within the area. After completion of the course the participant should be able to

- Demonstrate knowledge of basic bookkeeping

Basic bookkeeping

- Describe methods of classifying and recording accounting information
- Identify and explain techniques for reporting accounting information in the company
- Enter accounting information correctly according to the double entry bookkeeping process

Teaching/Learning approaches/strategies

The course is built upon a series of seminars in small groups where the different topics will be treated. For each topic there are case studies or assignments for the participants to solve.

Assessment strategies and examinations

The participants will be assessed on their active participation in the seminars, and on the case studies and assignments handed out by the trainer.

Note that participants can choose to write in English or Setswana.





Certification

At completion of the course, the assessor will register the credits with BQA.

Progression pathways/continuing education

After the completion of the course the participants will be able to enrol in 'Introducing Accounting Concepts – Level 1'.

Reference material

- International Accounting Standards Board.



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