

## LEVEL 3

Four modules must be completed to be awarded with the Diploma: Accounting

### Fundamental Business Skills 301

This module will teach learners:

- How to obtain information in a business, present it in a report format and distribute it effectively
- The concepts of leadership and management
- To apply leadership techniques to individuals and teams within the work context

### Office Data Processing 301

During this module learners will learn:

- Internet - searching, sending electronic mails
- MS Excel - solving business related problems

### Management Practice 301

After this module learners will know how to coordinate and plan skills development in an organisation.

This module:

- Describes the management activities involved in running a successful business and explains the basic activities involved in the management process
- Identifies and explains the main tasks required of managers
- Teaches how to implement an effective change management programme
- Includes the importance of motivating a team and applying theories of motivation

### Accounting 301

By completion of this module learners will:

- Be able to finalise and interpret accounts and draft financial statements
- Know how to maintain financial records and prepare General Ledger accounts
- Be able to set up a computerised system on Pastel
- Be able to administer accounts receivable and accounts payable on Pastel

Skills Course Certificates:

- Basic Bookkeeping for non financial staff • Cost and Management Accounting • Payroll and Monthly SARS • Income Tax Returns
- Business Law and Accounting Control



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### Oxbridge Programmes

Certificates and diplomas that enhance your skills and create career opportunities. These programmes are offered, assessed and certificated by Oxbridge Academy. These programmes are not credit bearing but are unit standard aligned and give learners the opportunity to articulate to other levels. This acknowledges that Oxbridge's vision is aligned with the NQF and that Oxbridge provides quality programmes offering good value, in relation to the service delivered and course fees paid.

### Admission Requirements:

A learner without a Grade 12 (Matric) certificate will start at the Certificate level of the program and progress through the Higher Certificate to the Diploma level. A learner with a Grade 12 (Matric) certificate may elect to start at the Higher Certificate and progress to the Diploma level. It is however advisable to start at the Certificate level if a learner is not familiar with the learning field.

Duration: Each level will take 10 months to complete.

Assessment Information: Formative assessments in the form of activities in the learner guide (we supply learners with model answers) and a summative assessment in the form of an assignment, which must be completed and handed in to be assessed by qualified assessors of Oxbridge Academy.

Awarding Body: Oxbridge Academy awards the certificates and diplomas.



## ACCOUNTING

The Choice is Yours...  
Become an  
**ACCOUNTANT** or  
**FINANCIAL MANAGER**

ADVANCE YOUR CAREER

The purpose of this programme is to provide you with the knowledge, understanding, skills and experience to enter the world of Accounting with confidence. Our course equips you to proceed on a path of life-long learning with qualifications at a higher level. You will be competent to act as a Bookkeeper, providing accounting support and recording the day-to-day financial transactions of the business for companies and other organisations.

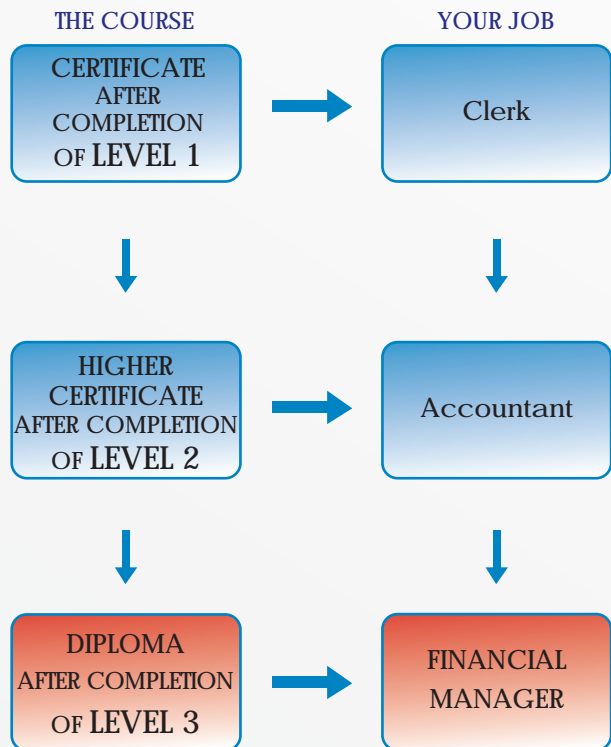
In addition to these courses, you can also enrol for the short courses, after completing the Diploma in Accounting. Learners with proof of sufficient previous accounting studies, will also be allowed to enrol for the short courses.

This programme has three levels: Certificate, Higher Certificate and Diploma.

This programme guides a learner from a point of basic knowledge to advanced levels of competence.

It is structured to recognise learners for their progress, by issuing a certificate of completion after each level. After the successful completion of the advanced programme a diploma will be issued by Oxbridge Academy.

## YOUR CHOICES



### LEVEL 1 - CERTIFICATE

Four modules must be completed to be awarded with the Certificate: Accounting

#### Fundamental Business Skills 101

This module will teach learners how to:

- Use mathematics to plan and control personal and/or household budgets and income and expenditure
- Use simple and compound interest to make sense of and define a variety of situations including investments, stokvels, inflation, appreciation and depreciation
- Investigate various aspects of financial transactions including costs, prices, revenue, cost price, selling price, loss and profit
- Express themselves clearly and precisely when writing, and will be able to explore new forms of writing in thoughtful and organised ways

#### Financial Management 101

This module will teach learners:

- To manage finances of a new venture
- To perform and complete basic business calculations
- To perform basic financial transactions

#### Management Practice 101

This module introduces key terms, rules, concepts, principals and practices of management.

After this module learners will know how to:

- Apply the management functions of an organisation
- Behave ethically and promote ethical behaviour in a work situation
- Recognise areas in need of change, make recommendations and implement change



#### Accounting 101

This module will teach the learner:

- Basic accounting concepts and principals
- To understand basic accounting practises
- How to administer basic income and receipts
- The basic layout of financial statements



### LEVEL 2

Five modules must be completed to be awarded with the Higher Certificate: Accounting

#### Fundamental Business Skills 201

This module:

- Teaches learners how to behave appropriately in a business environment
- Teaches learners negotiation skills in a business environment, enabling them to negotiate successfully
- Includes meetings, agenda's and minutes.

#### Management Practice 201

After this module learners will:

- Know how to maintain the image of the organisation and apply company ethics
- Have a good understanding of an organisational structure and all the legislation that regulates employment issues
- Be skilled to sort and retrieve information by using a storage system
- Understand the concept of strategic planning
- Be able to identify and rectify performance problems occurring in a business

#### Office Data Processing 101 and 201

After completing this module learners will be able to operate a personal computer system. They will know how to install PC peripheral devices and manage files in a GUI environment. During this module learners will learn how to use MS Word to produce business documents.

#### Accounting 201

By completion of this module learners will:

- Know how to administer payments, expenses, credit sales transactions and credit purchase transactions
- Know how to administer more advanced administration of income and receipts
- Be able to prepare General Ledger Accounts and initiate a Trial Balance
- Know how to compile elementary accounting reports

