

## COURSE OVERVIEW

# BOOKKEEPING TO TRIAL BALANCE

**Here is a quick overview of your course plus useful information about navigating the online platform.**

Your semester starts once you have completed your onboarding.



***Tomorrow belongs to people who prepare for it today.*** - AFRICAN PROVERB



## PROGRAMME OVERVIEW

This course explores fundamental bookkeeping skills across 12 units, covering principles from recording transactions to preparing a trial balance. You'll learn to apply the double-entry accounting system, understand source documents, and manage VAT and cash transactions. By the end, you'll be confident in maintaining accurate financial records.

## WHAT YOU WILL LEARN

Your course contains 12 substantive modules/units. See an overview below:

- Explain the nature and function of bookkeeping and the VAT system, including calculation and recording of VAT.
- Record transactions using the double-entry accounting system and maintain journals for credit and sundry transactions.
- Perform bank reconciliations and prepare the general ledger.
- Identify and calculate using perpetual and periodic inventory systems.
- Correct common bookkeeping errors and prepare a trial balance.

## ASSESSMENT INFO

You must submit and pass formative assessments that are compulsory for each unit, and then also one summative assessment at the end of your course. All assessments are completed online via a digital quiz on the student portal.

## EXPERTISE YOU CAN TRUST

- | 19 YEARS OF INNOVATIVE LEARNING
- | OVER 50,000 SUCCESSFUL STUDENTS
- | ENDORSED BY SAIOSH AND OPSA
- | REGISTERED AND ACCREDITED WITH SAQA AND DHET
- | CURRICULA DEVELOPED BY LEADING ACADEMICS AND INDUSTRY EXPERTS
- | QUALITY ASSURED QUALIFICATIONS

- 3 months
- ± 8h study time per week
- Fully online | Mobile friendly
- Earn an industry-ready certificate

## HOW TO STUDY ONLINE

You will study entirely online, using our iQ Virtual Campus as follows:

- Log into your profile.
- Complete the Onboarding (including New Rules).

Your course starts once you have completed your Student Onboarding on the Virtual Campus, where you will gain access to the Programme rules and your Programme Guide.

Content for each module will be made available based on a structured learning path to guide you through the learning process over a fixed period. For your convenience, the study guide units for each module are available separately in the respective unit sections on the learning platform (in digital format).

You can download this for offline use.

## ACADEMIC SUPPORT

We understand that studying online can sometimes be isolating and challenging, so we have worked hard to ensure your course is interactive and you are supported to ensure academic success. If you need to contact your course coordinator or require admin or account related support, complete a form for assistance, [click here](#).

