

# Basic Business Accounting

Effective and efficient accounting and bookkeeping is the backbone of every business. This course will provide knowledge about accounting terms and principles, as well as outline the financial role-players and business entities. By the end of the course learners will be able to understand basic business accounting statements and extract valuable financial information.

## Course Facts



### Course delivery

Online, digitised short course



### Course duration

Ten weeks



### Notional learning hours

5-7 learning hours per week, anytime, anywhere



### B-BBEE

Assistance offered to obtain Category B recognition under Skills Development element of B-BBEE scorecard



### Learner Journey Management

The Wits DigitalCampus team provide learning support throughout the course



### Certification

A Certificate of Competence from the University of the Witwatersrand



### Target market

Bookkeepers or financial clerks who wish to broaden their financial skills, as well as business managers or entrepreneurs who need to understand basic business accounting to ensure proper financial management of their business



### Assessment

Assessment and grades are calculated as follows:

- 5% – Participation in Discussion Activity forums
- 35% – Module assessment results
- 60% – Online examination result



### Course outcomes

- Understand financial statements
- Extract required financial information
- Basic bookkeeping
- Produce a set of financial statements, starting with source documents and summarising to final accounts



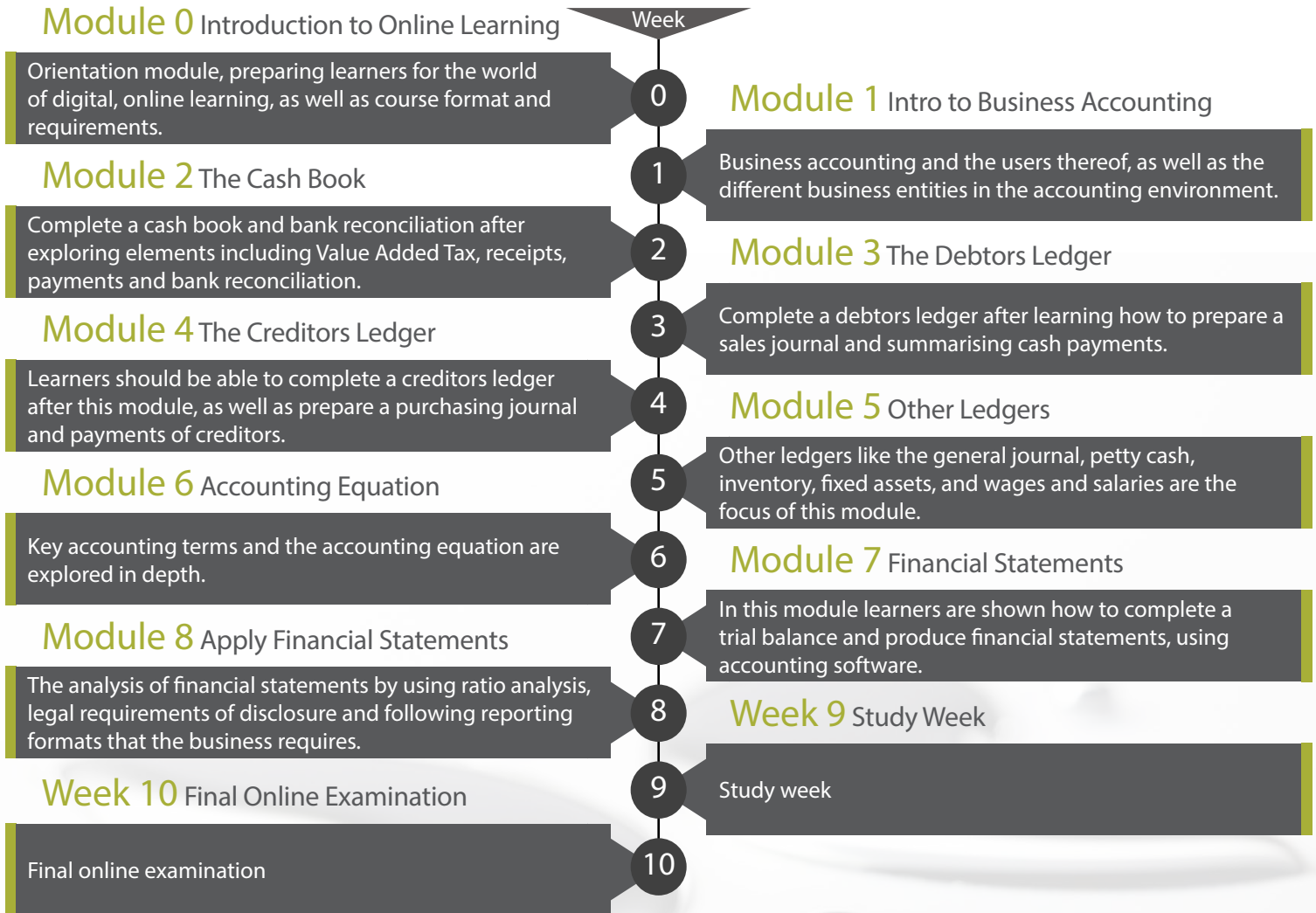
Learners who meet the assessment criteria will receive a Certificate of Competence from the University of the Witwatersrand's Wits Plus, Centre for Part-Time Studies. A Certificate of Competence is proof that course content has been completed and learners have been assessed for competence against the learning outcomes set.



Wits Plus lecturer, John Borthwick, is the writer and online lecturer for this course. John has a BA Hons in Business Studies from London Metropolitan University and a MComm Accounting from Wits. He is a member of the SA Institute of Professional Accountants and has a wealth of industry experience to draw on – amongst others as Internal Auditor for prestigious motor giant Volvo.

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## Course Outline



### Learner Journey Management

Our Wits DigitalCampus Learner Journey team will ensure that all applicants are enrolled, informed, supported and motivated to complete the course. The team can be contacted online, telephonically or by email and will respond to learner queries and comments within a working day.

Our effective Learner Journey Management is evident in these statistics:

Course completion rate:  
**100% plus**

Course pass rate:  
**100% plus**

### Application & Payment Process

**Apply online at [www.digitalcampus.co.za](http://www.digitalcampus.co.za)**

In accordance with Wits policies, upfront payment is required to register for the course. The payment of the fees for this course is the responsibility of the individual registering for the course.