

Introduction to Accounting and Book Keeping (Supported by Pastel) [E004]

Objectives:

The main objectives of the programme are to equip those with basic accounting concepts and techniques that will provide a better understanding of accounting principles. Participants will be taught how to process Receipts and payments, enter records in an analysed cash book for both cash and bank entries, Produce quotations and invoices, Reconcile supplier's statements and prepare Bank Reconciliation statements.

Structure:

Class room teaching and CBT self study.
4 days (8 hours/day) contact teaching

Content:

Introduction to Bookkeeping
Bookkeeping Concepts
Dealing with Cash, Customers & Processing
Petty Cash & Customer Processing
Bank & Stock
Value Added Tax

Entrance requirements:

No entry requirements. Priority will be given to those that enrol early.

Assessment:

Assignments and Exam..

Accreditation:

Accredited by the Department of Education.

Schedules and venues:

See www.gbse.co.za for schedules or contact GBSE at info@gbse.co.za.

Current Schedule:

Every Monday and Tuesday from 15h30 - 19h30, starting March, 2 2009
(Schedules may change without prior notice)

Fee:

R 550 (Excl) per student per day (two afternoons). Include venue and course pack.

Course Registration Form

Personal Information

Surname	First Names	M F Gender
Maidens Name and/previous Surname	Date of Birth	
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Home Phone	Work Phone	Fax Mobile
Physical Address	Postal Address	
Town, County ()	Town, County	() Postcode
Email	Are you Physically disabled? Y N	
Nationality	Home Language	

Academic History Information

High School Qualification	Highest Tertiary Qualification
Year Completed	Year Completed

Course Information & Payment

Course/Programme Name	Course Code	Commencement Date	Amount (inc VAT)
Total			R

Payment Option 1: (Bank Deposit)
 Account Name: The Global Business School of Entrepreneurship (Pty) Ltd
 Bank: ABSA
 Branch code: 630356
 Account no: 4071210917

VAT No. 4950250490

Payment Option 2: (Cheque)
 Cheques should be made out to: The Global Business School of Entrepreneurship (Pty) Ltd

I Declare that all the particulars furnished by me on this form are true and correct, and I undertake to comply with the rule, regulations and decisions of the Business School of Entrepreneurship, and any amendments thereto, which may be applicable to students in general and to the field of study for which I am registered. I undertake to protect the copyright of the Business School of Entrepreneurship and under no circumstances to make the study material available for use by any other person.

Student's Signature	Date
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