



**BOOKKEEPING
ACADEMY** YOUR TRAINING &
DEVELOPMENT PARTNER

Prospectus
2025



Vision

The academy will prepare our students to understand, contribute, and succeed in a rapidly changing society. To ensure that they develop both skills and competencies essential for success and leadership in the emerging creative economy.



Mission

To develop well rounded, confident and ambitious people who aspire to achieve their full potential.



As an individual, you will be able to use the Certificates to get employment under any organization's Finance department.

Start your own Bookkeeping Company and assist organizations in various sectors with all their basic Bookkeeping needs. From Small to Medium Enterprises.

Small and Medium enterprises may also enroll their employees to ensure that their Bookkeeping needs are catered for by the most knowledgeable staff and internal consultation will be less costly for them. That way they will be able to make very much informed decisions as far as their funds is concerned.

As a Business owner, the course will boost your finance knowledge thus you will be able to track your company's position and performances by analyzing your daily transactions in your entity.

Why choose us?

**Your training and
Development
partner**

**Apply
online**



www.bookkeepingacademy.org

Call: +27 60 705 2488



Bookkeeping

Monthly bookkeeping to trial balance (manual and computerised); disclose profit and financial position; reconcile suppliers, inventory and bank statements.



Microsoft Excel Course

Deepen your understanding of Financial Management



Entrepreneurship

Understand what it means to be an entrepreneur in South Africa. Identify business opportunities, set up a new business.



Accounts Payable

Optimize the entire accounts payable process to improve efficiency and reduce errors



Accounts Receivable

Develop effective credit policies that meet a company's objectives

Flexible online classes

Entrepreneurship & Compliance

Duration: 9 Months

ENTRY REQUIREMENTS

Grade 11 (Std 9), NQF L3 or an equivalent.

SUBJECTS

Entrepreneurship 1

Business Literacy

Bookkeeping

WHAT WILL I LEARN TO DO?

And WHAT CAN MY JOB TITLE BE?

Understand what it means to be an entrepreneur in South Africa. Identify business opportunities, set up a new business. Understand the documents, processes and recording of financial transactions in the business. Communicate effectively with all stakeholders. Cost and price products and manage working capital. Manage business logistics. Work with SARS and other statutory bodies. Operate a personal computer.

WHAT CAN MY JOB TITLE BE?

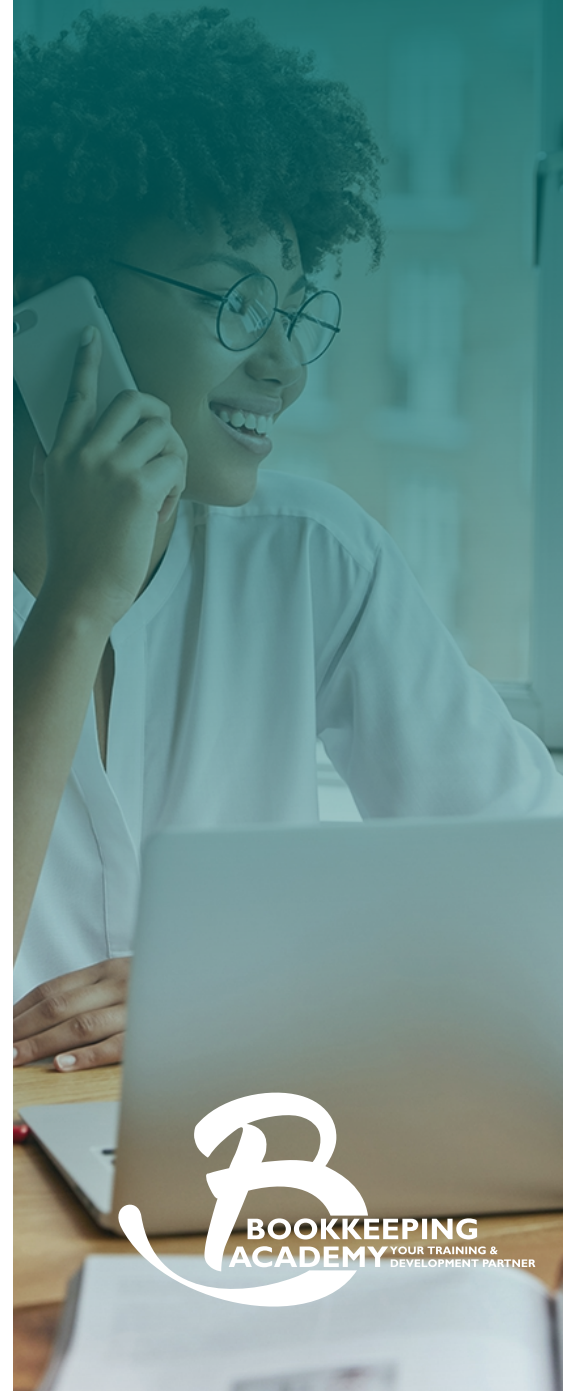
You're probably not interested in applying for a job if you're studying this programme! If you're not starting your own business, you could join a start-up or new business as their financial person.

COSTS

R6 500, 00

Includes downloadable study material.

COURSES



Staff Bookkeeping

Learn:

- How to manage the monies coming in and going out (Cash recording)
 - Track your customer balances and daily sales,
 - Record your expenses,
 - Reconcile your bank statement to ensure that you can create accurate income statement, balance sheet and trial balance reports.
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- Help in addressing and encourage employee learning
 - Improvement in employees activities and responsibilities
 - Consistency in performance
 - Ensuring employees satisfaction
 - Increase productivity and competitiveness
 - Development of employees in line with your Employment Equity needs
 - Reduce external costs
 - Increase chances of promotion of employees
 - Empower employees as a result of benchmarking
 - Improve quality of services and products
 - Obtain faster results in company reaching it's goals

COSTS

R5000.00

Basic Excel to Advance

What you'll learn

- Master Microsoft Excel from Beginner to Advance
- Build a solid understanding on the Basics of Microsoft Excel
- Learn the most common Excel functions used in the Office
- Harness the full power of Microsoft Excel by automating your day to day tasks through Macros and VBA
- Maintain large sets of Excel data in a list or table
- Create dynamic reports by mastering one of the most popular tools, PivotTables
- Wow your boss by unlocking dynamic formulas with IF, VLOOKUP, INDEX, MATCH functions and many more
- Access to a Professional Trainer with 10+ years of Excel Training

The course includes:

17.5 hours on-demand video

2 articles

Downloadable resources

Full lifetime access

Access on mobile and TV

Certificate of completion

COSTS

R3400.00

COURSES

Accounts Payable

What you'll learn

- Introduction to Accounts Payable and Operations
- Invoice Processing and Management
- Accounts Payable Tools
- Vendor Management and Relationships
- Cash Flow Management through AP
- Internal Controls and Compliance in AP
- AP Reporting and Financial Analysis
- Risk Management in Accounts Payable
- Policy Development and Standardization

Course Objectives

By the end of this course, participants will be able to:

- Optimize the entire accounts payable process to improve efficiency and reduce errors
- Implement best practices in invoice processing, from receipt to payment
- Ensure compliance with financial regulations and implement robust internal controls
- Master vendor relationship management to negotiate better terms and improve collaboration
- Manage cash flow more effectively by developing strategies to extend payment terms and control disbursements
- Analyze and mitigate risks associated with AP operations
- Produce and interpret financial reports tied to AP performance
- Design and enforce policies and procedures to standardize AP across the organization

The course includes:

- Study Material
- Support after course
- Recorded material
- Certificate of Completion
- Downloadable resources
- Accounting Templates

COSTS

R5000.00

COURSES



Accounts Receivable

What you'll learn

- Invoice Processing and Management
- Payment Tracking and Reconciliation
- Credit Management and Risk Assessment
- Collections Strategies and Techniques
- Customer Account Management
- Dispute Resolution and Negotiation
- Financial Recordkeeping and Reporting
- Cash Flow Management
- Aging Report Analysis
- Accounts Receivable Tools

Course Objectives

By the end of this course, participants will be able to:

- Develop effective credit policies that meet a company's objectives
- Use billing best practices techniques
- Employ effective collection policies
- Partner with the sales force for the benefit of the company
- Apply tools and techniques to effectively monitor AR performance

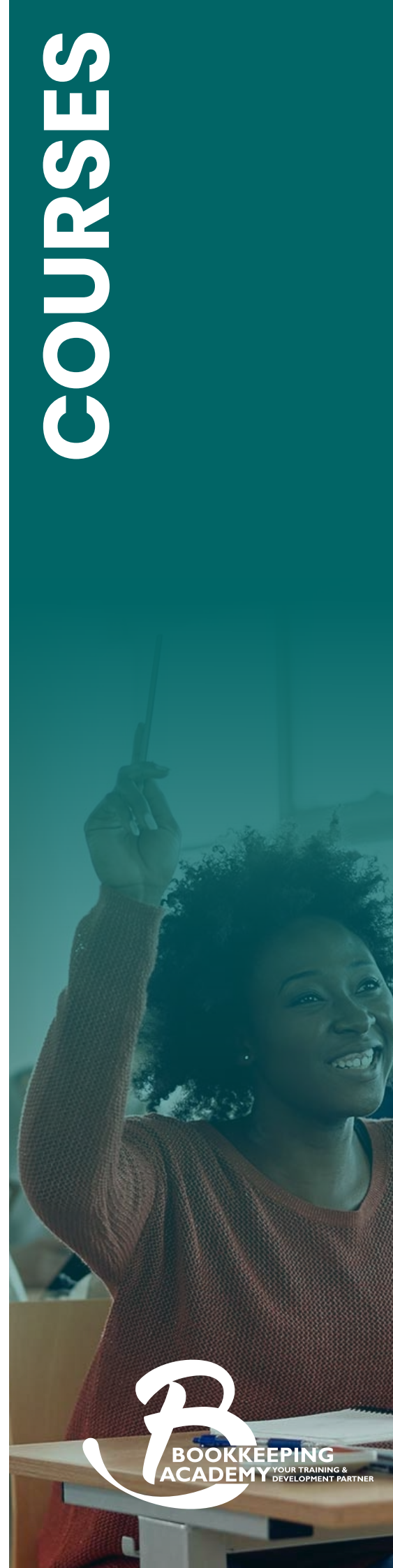
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- Downloadable resources
- Accounting Templates

COSTS

R5000.00

COURSES



2025 Student Details Form

I would like to:

- ☐ Register with BAAC
- ☐ Enter for an Exam
(also fill in the Exam Entry Form)
- ☐ Update my contact details
- ☐ Apply for Recognition
of Prior Learning



ACCREDITED BUSINESS

- ☐ I have the current Prospectus (Hard Copy)
- ☐ I have the current Prospectus (from Website)
- ☐ I am aware that I can register as a student online via the Student Portal instead of completing this form
(www.bookkeepingacademy.org)

Learnership (only complete if applicable)

QUALIFICATIONS

First Name(s):

Last Name:

Title: Gender:

Date of birth:

ID type: (tick one)

SA ID ☐ Malawi ☐ Zimbabwe ☐ Namibia ☐ Tanzania ☐ Other ☐

ID Number:

Equity (for reporting to the SETAs): (Tick one)

Black-African ☐ Coloured ☐ White ☐ Asian/Indian ☐

Nationality:

Home Language:

Citizen residence status: (Tick one)

South African ☐ Resident ☐ Non-Resident ☐ Dual (SA & Other) ☐

Disability Status: (tick one) Not Disabled ☐ Disabled ☐

Socio-Economic Status (tick one) Employed ☐ Unemployed ☐

If Employed, which SETA does your Employer belong to?

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Please let us know where you Matriculated:

City: Municipality:

Area: Postal Code:

Highest Education:

Telephone Number
(including area code)

Fax Number
(including area code)

Email Address:

Physical Address:
(to receive deliveries during working hours)

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Postal Code:

Geographical Area:
(to receive deliveries during working hours)

Country:

Postal Address:

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Postal Code:

Fees:

I have FULLY COMPLETED THIS FORM and enclosed proof of payment. I hereby make application for registration as a student with the ICB and certify the particulars given on this form are correct. I undertake, if admitted, to observe the regulations of the institute. I consent to the ICB using my personal information only to provide services necessary to my studies, including sharing this information with relevant stakeholders/third party bodies such as Fasset and my training provider.

Date: Signature: (Applicant)

SUBMIT THIS FORM WITH PROOF OF PAYMENT AND A COPY OF YOUR ID DOCUMENT TO:

WhatsApp (060) 705 2488 or Email: apply@bookkeepingacademy.org.

If you need to enter for an exam, please submit the Exam Entry form too or distance learning and self-studying/independent students may enter online using the Student Portal.