

# BOOKKEEPING AND ACCOUNTING COURSES

## WE OFFER:

Short Learning Programmes  
National Qualifications (N4 – N6)



**Oxbridge Academy** ✓  
effortless excellence in education

In partnership with  
ADVTECH, the leader in private  
education in Africa

**ADVTECH**  
GROUP



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[\*Accreditation and registration\*](#)

# WELCOME TO OXBRIDGE ACADEMY

## WHY STUDY WITH US?

At Oxbridge Academy, we give you the opportunity to further your education while you acquire knowledge and skills that are relevant in the workplace.

### Do you want the right skills to:

- Pursue a rewarding career?
- Earn a promotion in your current job?
- Earn a better income?
- Secure a job that improves your quality of life?
- Start your own business?

With Oxbridge Academy's flexible home study options, you can study a course that will give you the skills you need to achieve these goals — without having to give up your full-time occupation.



## WHY HOME STUDY?

Distance learning, or home study, is recognised worldwide as an effective manner in which to further your education. It is highly flexible, and is therefore the **ideal option if you have a full-time job**, live in a small town far away from a residential college or university, or have family responsibilities that prevent you from attending classes.

### Some of the benefits of home study are that you:

- Study from home
- Study at your own pace
- Save money on travelling expenses
- Are able to work full-time while you study



## ENTRY REQUIREMENTS

To study with Oxbridge Academy, you need to meet the following minimum entry requirements:

- You need to be at least 16 years old.
- You need to be able to read and write in English (as all the course material is in English).
- You need to be willing to study independently from home (with assistance from a tutor via email).

**There are many courses that you can study even if you haven't completed Matric.** For some courses, though, additional entry requirements apply. Please have a look at the course information pages in this brochure to see the full entry requirements for each course.

# BOOKKEEPING AND ACCOUNTING COURSES



## WOULD YOU LIKE TO:

- Learn about the accounting cycle?
- Learn how to maintain and interpret financial records?
- Gain the skills you need to work as a bookkeeper or accountant?

**With Oxbridge Academy, you will have the opportunity to develop your bookkeeping, accounting, and financial management skills from home via distance learning.**

Choose from a variety of courses that have been developed to give you the knowledge and skills you need to work in the financial field.

## **Courses are available in these categories:**

Short learning programmes  
National qualifications

# SHORT LEARNING PROGRAMMES



These non-accredited skills courses are designed to introduce you to the field of advertising and marketing management, and to equip you with fundamental knowledge and skills in this field, without requiring you to write any exams.

- You will be assessed through **written assignments**, which you can submit via post, email, or via the Online Student Portal.
- You will not be required to write any exams.

These short learning programmes are focused on skills development and are intended for personal improvement and improved performance in the workplace. The courses are offered, assessed, and certified by Oxbridge Academy and are not registered on the NQF.

[CLICK HERE TO FIND OUT MORE ABOUT SHORT LEARNING PROGRAMMES](#)

# OXBRIDGE ACADEMY SHORT COURSE: PAYROLL AND MONTHLY SARS

This course will equip you with basic skills in payroll administration.

## COURSE CODE

ACC102

## DURATION

6 months

## REQUIREMENTS

No matric

## COURSE MODULES

Payroll and Monthly SARS

## STATUS

Non-accredited short learning programme

## ASSESSMENT AND AWARD

- 2 assignments per module
- No examinations

Upon completion of this course, students will be awarded an Oxbridge Academy Short Course Certificate: Payroll and Monthly SARS from Oxbridge Academy.

## FEES

Total Price	R7 200
Registration Fee*	R450
Course Price	R6 750
Monthly Instalments	R450 x 15 months

\*Please note that the registration fee shown applies to South African students only. Foreign students are required to pay a non-refundable R2400 deposit instead of a registration fee.

# OXBRIDGE ACADEMY SKILLS CERTIFICATE: BOOKKEEPING

This short course will introduce you to bookkeeping and accounting, and will equip you with basic knowledge and skills in these subjects.

## COURSE CODE

CER4011-04

## DURATION

8-12 months

## REQUIREMENTS

No matric

## COURSE MODULES

Accounting 101

Accounting 201

Payroll and Monthly SARS

Entrepreneur and Business Management

## STATUS

Non-accredited short learning programme endorsed by

**The Independent Institute of Education (IIE)**



## ASSESSMENT AND AWARD

- 1 assignment per module
- No examinations

Upon completion of this course, students will be awarded an Oxbridge Academy Skills Certificate: Bookkeeping from Oxbridge Academy.

## FEES

Total Price	R10 200
Registration Fee*	R1 000
Course Price	R9 200
Monthly Instalments	R700 x 13.1 months

\*Please note that the registration fee shown applies to South African students only. Foreign students are required to pay a non-refundable R2400 deposit instead of a registration fee.



# NATIONAL QUALIFICATIONS (N4-N6)

N

The N4 – N6 courses are registered on the National Qualifications Framework (NQF). These formal qualifications are designed to prepare you for a career in business management, and are therefore focused on equipping you with the skills that you need to succeed in the workplace.



You will be assessed through a combination of **written assignments and exams**. You will be able to write your exams at your nearest designated exam centre. The exam centres are situated all over South Africa.

N courses are offered and assessed by Oxbridge Academy. After gaining a qualifying year mark, students will be admitted to write the national examination at an approved venue. Read our [N4-N6 Exam letter](#) for information on writing the exams.

## **Need assistance with gaining practical work experience?**

We give support and advice to our N4 – N6 students who are busy with their National Qualifications and who want to apply for their National Diplomas at the end of their studies. While we focus on our N6 students, we also assist our N4 and N5 students by explaining the criteria so that if they do have an opportunity to gain practical work experience at an employer, they already have the necessary information regarding the requirements.

We also provide our N4 – N6 students with the necessary documentation to be able to apply for the 18 month work integrated learning programme at a suitable employer. This documentation includes: Guidelines to the student on how to apply for the National Diploma; Letter to the employer; Checklist per subject for the student and employer.

For students who are looking for work integrated learning opportunities, we also recommend having a look at the DHET's placement service: <https://webapps.dhet.gov.za/iWIL>.

# NATIONAL CERTIFICATE: N4 FINANCIAL MANAGEMENT

This course introduces you to the fundamental principles of financial accounting and financial management, and gives you a solid foundation for pursuing further studies in this direction.

## COURSE CODE

EN4015-04

## DURATION

12 months

## REQUIREMENTS

Matric with Accounting/Introductory Accounting N4  
AND Computers (CAT/IT)/Introductory Computer  
Practice N4

## COURSE MODULES

Entrepreneur and Business Management N4  
Management Communication N4  
Computerised Financial Systems N4  
Financial Accounting N4

## STATUS

National Qualification accredited by the QCTO  
(SAQA ID 66874)

## ASSESSMENT AND AWARD

- Three assignments per module
- One exam per module

Upon completion of this course, students will be awarded a Certificate of Achievement: N4 Financial Management from the DHET.

## FEES

Total Price	R12 600
Registration Fee*	R600
Course Price	R12 000
Monthly Instalments	R700 x 17.1 months

\*Please note that the registration fee shown applies to South African students only. Foreign students are required to pay a non-refundable R2400 deposit instead of a registration fee.

# NATIONAL CERTIFICATE: N5 FINANCIAL MANAGEMENT

This course builds on the knowledge and skills you gained in the previous level, and introduces you to the basics of cost and management accounting.

## COURSE CODE

EN5015-04

## DURATION

12 months

## REQUIREMENTS

N4 Financial Management

## COURSE MODULES

Entrepreneur and Business Management N5  
Financial Accounting N5  
Cost and Management Accounting N5  
Computerised Financial Systems N5

## STATUS

National Qualification accredited by the QCTO  
(SAQA ID 66954)

## ASSESSMENT AND AWARD

- Three assignments per module
- One exam per module

Upon completion of this course, students will be awarded a Certificate of Achievement: N5 Financial Management from the DHET.

## FEES

Total Price	R12 600
Registration Fee*	R600
Course Price	R12 000
Monthly Instalments	R700 x 17.1 months

\*Please note that the registration fee shown applies to South African students only. Foreign students are required to pay a non-refundable R2400 deposit instead of a registration fee.

# NATIONAL CERTIFICATE: N6 FINANCIAL MANAGEMENT

This course builds on the knowledge and skills you gained in the previous levels, and further prepares you for a career in financial management. Once you have completed this course, and completed 18 months of relevant practical work experience, you may be able to qualify for a national diploma.

## COURSE CODE

EN6015-04

## DURATION

12 months

## REQUIREMENTS

N5 Financial Management

## COURSE MODULES

Entrepreneur and Business Management N6

Financial Accounting N6

Cost and Management Accounting N6

Computerised Financial Systems N6

## STATUS

National Qualification accredited by the QCTO  
(SAQA ID 66998)

## ASSESSMENT AND AWARD

- Three assignments per module
- One exam per module

Upon completion of this course, students will be awarded a Certificate of Achievement: N6 Financial Management from the DHET.

After students have completed this course, and submitted proof that they have gained 18 months of relevant practical experience, they will be awarded a National N6 Diploma from the DHET.

## FEES

Total Price	R12 600
Registration Fee*	R600
Course Price	R12 000
Monthly Instalments	R700 x 17.1 months

\*Please note that the registration fee shown applies to South African students only. Foreign students are required to pay a non-refundable R2400 deposit instead of a registration fee.

## HOW CAN YOU BENEFIT FROM STUDYING BOOKKEEPING AND ACCOUNTING AT OXBRIDGE ACADEMY?

- You can develop your bookkeeping and accounting skills in your **own time** from home.
- You can choose to study a course that suits your professional needs.
- You will **get help from an industry-expert tutor** if you need any assistance with your studies.
- You can pay for your studies in **affordable monthly instalments**.

# WHAT IS THE DIFFERENCE BETWEEN BOOKKEEPING AND ACCOUNTING?

Bookkeeping and accounting are similar in the sense that they both involve working with **financial data**, and they both play a role in the accounting cycle. Bookkeeping, however, is only involved in the initial recordkeeping stage of the accounting cycle. For a better understanding of the differences between bookkeeping and accounting, have a look at the following definitions:

## Bookkeeping

Bookkeeping involves the accurate recording of the financial transactions that take place in an organisation on a daily basis. General bookkeeping tasks may include:

- making journal entries
- posting journal entries to ledger accounts
- filing source documents
- paying accounts
- preparing invoices
- sending statements to customers/clients
- processing payroll data

## Accounting

Accounting, on the other hand, involves recording, classifying, summarising, reporting, analysing, and interpreting the financial data so that it can be used for decision-making by senior management. General accounting activities may include using the data recorded during the bookkeeping process to:

- draw up financial statements
- perform calculations
- compile financial reports

Unlike bookkeeping, accounting is divided into specialised branches, including financial accounting, management accounting, tax accounting, and auditing.

While in theory there is a clear distinction between bookkeeping and accounting, **there is an overlap of the roles of bookkeepers and accountants in practice**. In a small organisation, for example, you might find that the bookkeeper is responsible for preparing the financial statements, even though this is technically part of accounting rather than bookkeeping.



## WHY SHOULD YOU STUDY BOOKKEEPING AND/OR ACCOUNTING?

A bookkeeping or accounting course can prepare you for a rewarding career in the financial field. This type of course will also give you a sound understanding of important financial concepts. Whether you plan to pursue a career as a bookkeeper or accountant, or whether you want to work in a managerial role in the business world, having a basic understanding of financial recordkeeping and reporting is essential. Aside from equipping you with the skills you need to pursue a specific career, studying a bookkeeping or accounting course can help you to:

- Improve your qualifications so that you can advance in your career
- Stand out from other job candidates
- Learn the basic financial skills you will need when managing a small business



# WHAT CAREER OPPORTUNITIES ARE AVAILABLE?

Bookkeeping and accounting play an integral role in the business world. As a result, bookkeeping and accounting skills will always be in demand. Some of the careers that may be open to those who have studied bookkeeping or accounting are listed in the blue section at the bottom of the page.

**Accountants** also have the option of furthering their studies and working towards positions such as:

- Company Secretary
- Accounting Officer
- Chief Financial Officer
- Auditor

Bookkeeper  
Accounting Clerk  
Office Administrator

Payroll Administrator  
Technical Financial Accountant  
Management Accountant

Tax Accountant  
Financial Manager  
Financial Advisor

## WHAT OUR STUDENTS HAVE TO SAY

”

*“Delivery was excellent and the course (Accounting and Bookkeeping) was interesting. People who were at Oxbridge were always helpful and professional.”*

- Yenziwe Winn-Friedah Nkabinde

[CLICK HERE TO READ MORE COMMENTS](#)

## HOW DO YOU REGISTER FOR A COURSE?

Choose one of the options below:

- **Download** and complete the registration form, and send us your registration form and proof of payment via post or email:
- **Post:** PO Box 12723, Die Boord, 7613
- **Email:** registrar@oxbridgeacademy.edu.za

OR

- **Call** our Student Advisors on 021 1100 200 to register via telephone

OR

[CLICK HERE TO REGISTER ONLINE](#)

## WHAT IS THE REGISTRATION FEE?

The registration fee represents an initial deposit, and contributes towards the activation of your course. Payment of the registration fee secures your Welcome Pack, which includes:

- Your personalised student card
- Your registration letter and information pack
- An outline of your payment plan
- A study programme
- Distance Learning Survival Guide

### **Note:**

Your registration will only be complete once you have paid the registration fee and have undertaken to pay the balance of the course fees in monthly instalments. (You also have the option to pay your course fees in full up front.)

# WHAT MAKES US DIFFERENT?

- We are committed to *'effortless excellence in education.'*
- We provide you with a free 'Distance Learning Survival Guide' when you register for your course.
- Our courses are constantly updated, and are designed to equip you with workplace-relevant skills.
- Our study material is specifically designed to meet your needs as a distance learning student.
- Our study material is provided in a user-friendly format, is designed to meet international standards, and is included in the course fees.
- Our industry-expert tutors are highly qualified, and are available to provide you with academic support via email.
- Our fees are affordable, and can be paid in interest-free monthly instalments.

# OUR VISION

To be recognised  
as a leader in the  
field of distance  
education  
and supported  
learning  
by clients,  
regulatory bodies  
and employees.





## STUDY FIELDS AT OXBRIDGE ACADEMY

ADVERTISING & MARKETING MANAGEMENT

ASSESSOR & MODERATOR

BEAUTY THERAPY

BOOKKEEPING & ACCOUNTING

BUSINESS MANAGEMENT

CHILDHOOD DEVELOPMENT

COMPUTER STUDIES

CONTACT CENTRE OPERATIONS

ENGINEERING STUDIES

EVENTS MANAGEMENT

HUMAN RESOURCE MANAGEMENT

MATRIC & BRIDGING

OCCUPATIONAL HEALTH & SAFETY (OHS)

PROJECT MANAGEMENT

PUBLIC RELATIONS

PUBLIC SECTOR MANAGEMENT

SECRETARIAL STUDIES

SUPPLY CHAIN & LOGISTICS

TOURISM & HOSPITALITY

# CONTACT DETAILS

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