



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aatikd.co.za · Website: www.aatikd.co.za

COURSE BROCHURE

Business Accounting

Custom Courses / Accounting and Finance

Unit Standard AATICD-0188 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with foundational to intermediate skills in business accounting, enabling them to record, classify, and interpret financial transactions accurately. Participants will gain the ability to prepare financial statements and apply accounting principles in a corporate environment, supporting sound financial decision-making.

Category	Custom Courses
Subfield	Accounting and Finance
Unit Standard	AATICD-0188
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the basic principles of double-entry accounting to record financial transactions.
- Prepare and interpret financial statements including income statements and balance sheets.
- Analyze financial data to assess business performance and support decision-making.
- Implement internal control measures to ensure accuracy and compliance.
- Demonstrate proficiency in using accounting software for transaction recording.
- Evaluate the impact of financial transactions on the accounting equation.

WHO SHOULD ATTEND

- This course is designed for finance clerks, junior accountants, small business owners, and professionals seeking to enhance their accounting skills in a corporate setting.

COURSE OUTLINE

Day 1: Introduction to Business Accounting

- Definition and importance of accounting in business
- Accounting concepts: entity, going concern, accrual, matching
- Overview of financial accounting vs management accounting
- The accounting cycle: from transactions to financial statements
- Introduction to the double-entry system

Day 2: Recording Transactions and the General Ledger

- The accounting equation: assets = liabilities + equity
- Journalising transactions: source documents and journals
- Posting to the general ledger
- Balancing T-accounts
- The trial balance: purpose and preparation

Day 3: Adjustments and Financial Statements

- Adjusting entries: accruals, prepayments, depreciation, bad debts
- The adjusted trial balance
- Introduction to financial statements: income statement and balance sheet
- Preparing a simple income statement
- Preparing a simple statement of financial position

Day 4: Ledger Accounts, Cash Flow, and Internal Controls

- Debtors and creditors ledgers
- Inventory valuation methods (FIFO, weighted average)
- Introduction to the cash flow statement
- Internal controls: segregation of duties, authorisation, reconciliation
- Bank reconciliation and petty cash management

Day 5: Interpretation, Budgeting, and Practical Integration

- Financial ratio analysis: liquidity, profitability, efficiency
- Budgeting: purpose and preparation of a cash budget
- Ethics in accounting: integrity, confidentiality, professional conduct
- Integrated case study: recording, adjusting, and reporting
- Course review and assessment

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 17,700.00	R 17,700.00
1	In-House	R 23,100.00	R 23,100.00
1	On-Campus (Pretoria)	R 26,700.00	R 26,700.00

UPCOMING SESSIONS

Start	End	Method	Venue
24 Aug 2026	28 Aug 2026	On-Campus	Victoria Falls, Zimbabwe
24 Aug 2026	28 Aug 2026	On-Campus	Bangkok, Thailand
31 Aug 2026	04 Sep 2026	On-Campus	Lusaka, Zambia
31 Aug 2026	04 Sep 2026	On-Campus	London, UK
07 Sep 2026	11 Sep 2026	On-Campus	Mauritius
07 Sep 2026	11 Sep 2026	On-Campus	Pretoria, South Africa
07 Sep 2026	11 Sep 2026	On-Campus	Abu Dhabi, UAE
07 Sep 2026	11 Sep 2026	On-Campus	Harare, Zimbabwe

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

- 1. Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard AATICD-0188) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
- 2. Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
- 3. Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
- 4. Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza, 1122 Burnett St, Hatfield 0028, Pretoria, Gauteng, South Africa
Tel: +27 12 004 8389 · WhatsApp: +27 65 077 6310 · apply@aaticd.co.za · www.aaticd.co.za