

# Start your future career in Accounting

National Higher Certificate in Accounting  
National Diploma in Accounting



## CONTACT

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Cape Peninsula University of Technology  
creating futures

## Do you like to crunch numbers?

In accounting your main task is to process, record and maintain financial information that ultimately leads to strategic developments within the private, public or small business environments.

<b>YOU WILL LIKE THIS IF</b>	You enjoy working with numbers and compiling reports, and have strong analytical skills.
<b>YOU WILL STUDY AT</b>	District Six Campus, full-time and part-time Bellville Campus, part-time only Wellington Campus, full-time only
<b>YOU WILL STUDY FOR</b>	Two years, full-time Three years, part-time

## YOUR SUBJECTS

### FIRST YEAR

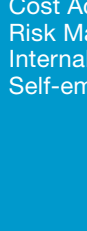
- Financial Accounting
- Cost Accounting
- Business Information Systems
- Commercial Law for Accountants
- Communication
- Economics
- Entrepreneurial Skills

### SECOND YEAR

- Financial Accounting
- Cost Accounting
- Auditing
- Commercial Law for Accountants
- Taxation
- Business Calculations

### YOUR THIRD YEAR OF STUDIES ADVANCES YOU TO THE NATIONAL DIPLOMA IN ANY OF THE FOLLOWING STREAMS:

- Accounting
- Cost & Management Accounting
- Internal Auditing



## Your on-the-job training

will take place for three months during your third year of study.



## YOUR FUTURE SELF

### Future studies

- National Diploma in Accounting
- National Diploma in Cost & Management Accounting
- National Diploma in Internal Auditing
- BTech: Taxation
- BTech: Cost & Management Accounting
- BTech: Internal Auditing
- MTech: Cost & Management Accounting
- MTech: Internal Auditing
- DTech: Cost & Management Accounting
- DTech: Internal Auditing

### Future industries

- Corporate sector
- SARS
- Internal Audit Department (of a company)
- Accounting and auditing practices
- Manufacturing concerns

### Future career

- Bookkeeper
- Assistant Accountant
- Cost Accountant
- Risk Manager
- Internal Auditor
- Self-employment

creating futures in commerce

## WHAT YOU NEED

### Minimum Admission Requirements

#### National Senior Certificate (Grade 12) with:

- English (4)
- Accounting
- Mathematics or Mathematical Literacy

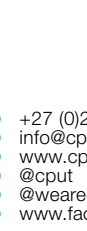
The department utilises an Admission Point Score (APS) as selection criteria once your minimum admission requirements are satisfied. You also have to score a minimum of **38** for the NHC and **35** for the Extended Curriculum Programme (ECP) on the APS.

### DISCLAIMER

Meeting the minimum requirements does not guarantee admission. This information is subject to change based on approval and accreditation of HEQSF aligned qualifications during 2018/ 2019.

Admission requirements may therefore differ between the existing qualification and the HEQSF aligned qualification. Please consult the CPUT website or faculty for updated information. Every effort has been made to ensure the accuracy of the information in this pamphlet; however the University reserves the right at any time, if circumstances require to make changes to any of the published details.

## HOW TO APPLY



### MANUAL APPLICATIONS

Do you qualify to apply manually?

**Please note:** a non-refundable application fee will be applicable. Manual applications are only available to the following persons:

- Applicants applying for RPL (Recognition of Prior Learning)
- Non-South African citizens
- South-African citizens with international qualifications
- Applicants with permanent residence in South Africa
- Refugee asylum seeker temporary permit/ formal recognition of refugee status in the RSA

- Choose a qualification
- Complete an application form
- Gather your documents (i.e. certified copies less than three months old)
- Fill in the application form
- Pay the application fee
- Hand deliver or post your form and certified copies of documents to our District Six, Bellville, Mowbray, or Wellington Campuses (Admin buildings)
- Follow-up and get your admission status via the online application tracking system by visiting [www.cput.ac.za/study/track](http://www.cput.ac.za/study/track)



### ONLINE APPLICATIONS

Do you qualify to apply online?



The following persons may only apply online, i.e. no manual applications will be allowed:

- South African citizens with South African qualifications
- Returning students with a break in studies (more than 1-year break)

- Choose your qualification by consulting this brochure or the website
- Gather your documents (i.e. certified copies less than three months old)
- Download the online application guide available on our website for information on how to apply online
- Complete your application online by visiting [www.cput.ac.za/study/apply](http://www.cput.ac.za/study/apply)
- Follow-up and get your admission status via the online application tracking system by visiting [www.cput.ac.za/study/track](http://www.cput.ac.za/study/track)

### CLOSING DATES

**31 AUGUST**  
International applicants

**30 SEPTEMBER**  
South African citizens