

# Southern Africa Institute of Accountants Qualification


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## **Foundation Certificate in Accountancy.**

Entry Requirements:

'O' Level Passes including English Language and Mathematics pr Accounts. Upon successful completion of this certificate the student will be eligible for the SAAA Diploma in Accountancy.

### **Modules**





-  Basic Accounts
  -  Basic Communications
  -  Business Mathematics & Statistics
  -  Introduction to Law
  -  Business Administration
  -  Computer Studies
  -  Basic Economics
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## **Higher Diploma in Accountancy.**





Entry Requirements:

2 'A' Level passes plus 5 'O' Levels including English Language & Mathematics.

### **Part 1**

-  General Management
-  Introductory Financial Accounting
-  Marketing Management
-  Human Resources Management

### **Part 2**

-  Cost Accounting
-  Intermediate Financial Accounting
-  Information Technology
-  Business Law

### **Part 3**

-  Quantitative & Research Methods
-  Auditing
-  Economics
-  Corporate Law
-  Taxation

### **Part 4**





-  Cost & Management Accounting
  -  Advanced Financial Accounting
  -  Financial Management
  -  Strategic Management
  -  Corporate Governance & Ethics
  -  Project Research
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## **Advanced Diploma in Forensic Accounting & Fraud Examination**

Entry Requirements:

5 'O' Levels including English and Accounts plus any 2 'A' Level passes or a Diploma in Accountancy or Equivalent.

### **Part 1**










-  Principles of Fraud and Financial Forensics
-  Information Technology Aspects of Fraud
-  Intelligence Techniques in Fraud
-  Cost Accounting

-  Ethical Aspects of Forensic Science
-  Data Extraction Methodologies
-  Litigation and Remediation Principles
-  Introductory Financial Accounting
-  On the Job Training

**Part 2**

-  Auditing
-  Intermediate Financial Accounting
-  Quantitative Techniques & Research Methods
-  Taxation
-  Fraud Schemes
-  Legal Aspects of Fraud
-  On the Job Training

**Part 3**

-  Practice of Fraud Examination & Financial Forensics
-  Fraud & Financial Crimes
-  Fraud Schemes
-  Investigative Practices
-  Human Resources Aspects
-  Litigation and Remedation Practices
-  Fraud & Financial Reporting
-  On the Job Training
-  Dissertation

## IMM Graduate School

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**Higher Certificate in Supply Chain Management**

There are seven learning outcomes in this programme:

- Demonstrate an elementary understanding of literacy with respect to academic writing, technology, numeracy and communications.
- Display an elementary but broad scope of knowledge in the field of Supply Chain and be able to link supply chain activities to the functioning of organisations.
- Associate and describe within a business context the systems within which organisations operate and be able to link these to supply chain opportunities.
- Explain the typical elementary methods and procedures involved in supply chain.
- Explain the theories typically applied in the field of business management.
- Solve elementary supply chain and business problems in organisations.
- Access, process and apply elementary business information, considering ethical behaviour..

**Modules**

-  Academic Literacy
-  Fundamentals of Business Management
-  Fundamentals of Business Numeracy
-  Fundamentals of International Trade
-  Fundamentals of Operations Management
-  Fundamentals of Supply Chain Management
-  Fundamentals of Transport and Logistics

**Higher Certificate in Marketing**

There are seven learning outcomes in this programme:

- Demonstrating an elementary understanding of literacy with respect to academic writing, technology, numeracy and communications.

- Displaying an elementary but broad scope of knowledge in the field of business and be able to link marketing activities to the functioning of organisations.
- Associating and describing within a business context, the systems within which organisations operate and be able to link these to marketing opportunities.
- Explaining the typical elementary methods and procedures involved in marketing.
- Explaining the theories typically applied in the field of marketing and business management.
- Solving elementary marketing and business problems in organisations.
- Accessing, processing and applying foundational marketing information, in view of ethical behaviour.

#### Modules

The Higher Certificate in Marketing is offered as a basic entry-level marketing qualification at level 5 of the NQF (HEQSF aligned) and consists of 135 credits. The Higher Certificate in Marketing comprises seven modules:

- 📖 Academic Literacy
- 📖 Fundamentals of Business Communication
- 📖 Fundamentals of Business Management
- 📖 Fundamentals of Business Numeracy
- 📖 Fundamentals of Digital Marketing
- 📖 Fundamentals of Marketing
- 📖 Fundamentals of Supply Chain Management

## Institute of Chartered Secretaries and Administrators in Zimbabwe

#### Chartered Institute of Secretaries (CIS)

Entry Requirements:

The entry requirements for those aspiring to study CIS are the normal university entry qualifications, which are five O' Levels including English Language and Maths/Accounts plus two A Levels. The five O Levels and the two A Levels should be of academic nature (excluding all practical subjects e.g. Fashion and Fabrics, Food and Nutrition, Wood Work, Metal Work, Agriculture, Building etc).

#### Career Opportunities

- Accounting
- Corporate Management
- Corporate Secretaryship
- Consulting Services
- General Management
- Internal Auditing
- Tax Consulting



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