



Fully Registered with the Higher Education Commission of Fiji as Higher Education Provider under Higher Education Act 2008. Registration Certificate Number RGN0002/11

Admission open for semester 1 – 2024

### Certificate in Accounting (Level 3)

Level	03
Credits	60
Credit range	40 compulsory core credits at L3 20 compulsory strand credits at L4

#### Nationally recognised & registered training provider

VIT (Vishan Institute of Technology) proudly offers “**Certificate in Accounting (Level 3)**” a provider qualification ensuring pathway to academic excellence & Industry relevance. Upon successful completion you receive a quality Certificate & Transcript.

#### Purpose

This is an entry-level qualification for those:

- currently engaged in the Accounting / Finance; or
- entering a career in the Accounting / Finance industry.

The graduates of this qualification will be able to perform the tasks required of a: Accountant, Assistant Accountant, Data Entry Clerk, Accounts Payable Officer, Accounts Receivable Officer, Stock Controller.

The learners who complete the qualification will be able to do financial calculation, develop skills in accounting software, prepare business documents, prepare inventory reports, prepare payroll

#### Course Highlights:

Would have acquired the knowledge and skills to be able to;

- Use a personal computer to access accounting software
- Apply the basic concepts of computing and Information Technology in an accounts department.
- Record financial transactions using a computerised accounting software.
- Record the day-to-day transactions of an industry in accounting system
- Update and maintain stocks of the organization
- Prepare payroll for workers

- Apply principles to calculate superannuation and tax

### **Course Highlights:**

Would have acquired the knowledge and skills to be able to;

- Produce word documents, electronic spreadsheets, PowerPoint presentation, office publications, and database.
- Record financial transactions using a computerised accounting software.
- Record the day-to-day activities of a hotel using the property management system.
- Source, transfer and communicate data using internet tools.
- Provide Front Office reception services.
- Provide customer services in a hotel and an office organization.

### **Certification by**

**VIT** (Vishan Institute of Technology)

### **Delivery mode:**

#### **Blended Delivery (Suva | Lautoka | Nadi | Nausori)**

This qualification will be provided by face-to-face training sessions and online live webinar training via a web-hosted online training service (e.g., Microsoft Teams, Google MEET and GoToMeeting); however, in any special circumstances, the mode of delivery can be adjusted reasonably and fair to the learner cohorts.

### **Assessment:**

Assessments will take the form of written tasks including workbook, quiz, reflective journal, report writing, and case studies and practical tasks including role play, presentation, group discussions, observation, projects and hands on practical lab activities in a simulated work environment. Supplementary evidence will be gathered if required from the course workbook.

### **Intake dates:**

**VIT** – Quarterly intakes

#### **Study Period (Six Months)**

In a year, there are two Semesters:

- The 1st study period: from February to June
- The 2nd study period: from August to December

### **Certificates Awarded by**

**VIT (Vishan Institute of Technology)**

### **Credit points:**

Total number of units = 04

60 Credit points

04 Core units

## Course Format

### Core Subjects

#### VITACC01

Produce Business Documents using advanced features and functions of software application

#### VITCC02

Use application features to provide, manipulate, calculate and store data

#### VITCC03

Maintain inventory and payroll data in office organization

#### VITCC04

Process tax and superannuation data for business purpose

### Entry Requirements

A pre-requisite for entry into this qualification will be those who:

- demonstrate basic literacy and numeracy skills; or
- have gained industry experience in Accounting

### FEES –

**Tuition fee FJD (\$1500-00) ( One Thousand five hundred dollars)**

Payable through **CASH**

Mpisa Number - 8705744      MyCash Number - 7649773

BANK DETAILS: Bank (Branch): WESTPAC LAUTOKA

Account Name: THE VISHAN INSTITUTE OF TECHNOLOGY PTE LTD

ACCOUNT NO: 9808282355

### RPL candidates

Prior to commencing the RPL process, RPL candidates are required to have relevant work experiences and/or any other evidence to match with the training package requirements.

The mode of delivery of RPL candidates depends on the process and outcome of the RPL. The candidates can refer to the process of RPL from the Recognition of prior learning (RPL) Information Kit – RPL Kit and RPL policy.

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