

Adult Literacy for Entrepreneurship Development (ALED) for Women

Course Overview

The Adult Literacy for Entrepreneurship Development (ALED) for Women was tailored to provide relevant skills to women who wish to engage in income generating activities so as to raise their economic situation and to promote their autonomy in small-scale enterprises. It is also geared towards helping housewives to prepare their monthly budget to reduce the incidence of getting into debt.

Duration of Course: 88 hours

SYLLABUS:

1. Read and write numbers from 01 to 500 000.
2. Perform additions, subtractions, divisions and multiplications using the calculator.
3. Work with percentages using the calculator.
4. Fill in the following forms:
 - a. Passport application forms
 - b. Bank forms: Deposit forms, Withdrawal forms, Cheques
 - c. Postal forms
 - d. Registration forms
 - e. Land and permit forms
 - f. Forms to obtain loans
5. Read and write time in English.
6. Read and write simple business cards.
7. Read and write the functions of an entrepreneur.
8. Read and write letters pertaining to loans.
9. Keep simple books and accounts:
 - a. Purchases Day Book
 - b. Sales Day Book
 - c. Returns Inwards Book
 - d. Returns Outwards Book
 - e. General Journal
 - d. The Ledger:
 - i. Cash Account
 - ii. Bank Account
 - iii. Sales Account
 - iv. Expenses Account
 - v. Income Statement
 - vi. Statement to show financial position of a business. (Balance Sheet)