Computerised Bookkeeping Skills Certification Workshop
24 Hours

Aims

To develop students' competence in using computerised accounting software to produce accurate, professional and well presented accounting information employing an appropriate range of accounting procedures. It particularly aims to develop skills in:

•   setting up yearly company data and making journal and ledger entries
•   processing routine payments and receipts
•   producing appropriate accounting reports for management purposes.

SUITABILITY

This workshop is suitable for upper secondary students and for those who work or intend to work in an accounting role which requires the computerised processing of daily bookkeeping and accounting transactions

Pre-requisite:
Students must have prior knowledge of bookkeeping and accounting

Syllabus Topic

1. Creating, entering and amending company data
2. Processing journals, routine and non-routine transactions
3. Bank accounts reconciliation
4. Management reports
5. Data security

Learning Outcomes

The students will learn to:

•   Demonstrate accuracy and orderliness to present accounting information
•   Process different types of transactions, sales, purchases and nominal ledgers
•   Process a variety of accounting journals using the double entry concept
•   Carry out reconciliation of banking records
•   Prepare ledger accounts and management information
•   Understand the need for data security

Certification

Successful students will be awarded a Pass, Merit or Distinction in the Pearson LCCI Level 2 Award in Computerised Bookkeeping Skills

Workshop Details

Students will be given a few practical case studies, in which it is assumed that the student is working in an accounting department using a computerised accounting system. The case study requires students to process a variety of business transactions using MYOB computerised accounting software

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