ACCREDITED BUSINESS QUALIFICATIONS

COMPUTERISED BOOKKEEPING (CPBK)

CURRICULUM STATEMENT

CURRICULUM STATEMENT: ICB COMPUTERISED BOOKKEEPING

Office Computing

Introduction to computing

- Discuss the history of computers briefly;
- learn what a PC is and how it basically works;
- identify the main components of PC hardware;
- understand why upgrading a PC is important;
- identify various PC software applications;
- differentiate between hardware and software;
- understand the interaction between hardware and software using the IPOS cycle;
- understand what networks are used for;
- identify the basic components of networks; and
- explain the advantages and disadvantages of using computers.

The Windows Operating System

- Understand where the Windows concept comes from;
- learn how to use basic tools in Windows;
- learn how to log on to your PC;
- identify the desktop and the taskbar;
- identify objects in Windows;
- use the recycle bin;
- identify tooltips;
- identify common Window components;
- learn how to control multiple opened Windows;
- learn how to start a programme;
- use the help, support and search tools;
- learn how to adjust PC hardware and PC software properties;
- learn how to change basic mouse properties;
- view the display properties;
- understand user accounts;
- add and remove programmes;
- learn what drivers are;
- use Windows Explorer to browse and create folders;
- open and navigate through the Windows Explorer structure;
- learn how to work with files and folders in Windows Explorer;
- create and save a document in Windows; and
- know how to launch a programme.

Working with Internet and Email

- Learn what e-mail is;
- distinguish between the Internet, e-mail and network e-mail;
- identify the various Outlook components;
- compose messages in Outlook;
- learn how to format messages;

- learn how to open a message;
- learn how to add an attachment to an e-mail;
- understand why and how to create e-mail folders;
- learn how to move messages to a folder;
- understand how contacts work in Outlook;
- learn how to add and delete contacts in the address book;
- use the help function in Outlook;
- work with electronic calendars;
- schedule appointments and meetings in an electronic diary;
- create and manage contacts in an electronic diary;
- understand Internet basics;
- distinguish between the intranet and the extranet;
- understand what viruses are;
- identify a web browser;
- understand what a Uniform Resource Locator (URL) is;
- identify the Microsoft Internet Explorer 9 Interface;
- use web-based tools;
- download programs and files from the web;
- understand the workings of a search engine; and
- search the web and get usable information.

Working with Microsoft Word 2010

- Work effectively and efficiently on MS Word.

Working with Microsoft Excel 2010

- Work with an Excel workbook;
- create and save a workbook;
- open and view a workbook;
- navigate within a worksheet;
- format and edit an existing worksheet;
- print preview and print data; and
- work and understand the tools within the following tabs:
  - Home tab
  - Insert tab
  - Page Layout tab
  - Formulas tab
  - Data tab
  - Review tab
  - View tab
  - Add-Ins tab

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Working with Microsoft PowerPoint 2010

- Work with PowerPoint slides;
- create and save a presentation;
- open and view a presentation;
- navigate within a presentation;
- format and edit an existing presentation;
- print preview and print slides; and
- work and understand the tools within the following tabs:
  - Home tab
  - Insert tab
  - Design tab
  - Transition Tab
  - Animation tab
  - Slide Show tab
  - Review tab
  - View tab

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Accounting software

Installation and registration of accounting software

- Explain what the minimum hardware requirements are for installing accounting software on your computer;
- choose the correct regional and date settings;
- install a printer driver;
- install the software;
- register the software as an educational version; and
- navigate in the software.

Accounting software language and navigation

- Relate standard bookkeeping terminology to the terminology used in the accounting software; and
- learn how to navigate in the software package using the different navigational options.

Creating and setting up a company in the software

- Create a new company in the accounting software package; and
- set up the company according to the company's requirements.

Create and maintain general ledger accounts

- Understand the difference between a main and a sub general ledger account;
- create new general ledger main accounts;
- create new general ledger sub-accounts; and
- complete the inventory setup by creating inventory groups and linking the groups to general ledger accounts.

Create and maintain supplier accounts

- Create and maintain supplier categories;
- create and maintain supplier accounts; and
- view and print supplier master listings.

Create and maintain customer accounts

- Create and maintain customer categories;
- create sales analyses codes;
- create and maintain customer accounts; and
- view and print customer master listings.

Create and maintain inventory items

- Create inventory categories; and
- create inventory items.

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Take on balances and journals

- Process and understand general journal processing using the accounting software;
- take on balances in the middle of a financial year;
- make a system backup;
- update batches processed;
- print a trial balance, customer and supplier age analysis, bank reconciliation and an inventory valuation report; and
- restore a system backup.

Supplier processing

- Create a purchase order and link it to a supplier invoice;
- update supplier batches;
- create a purchase journal for non-inventory items;
- link a return and debit note to a supplier invoice; and
- compare the manual bookkeeping cycle with that of the computerised bookkeeping cycle.

Customer processing

- Process a customer's quotation;
- link a quotation to a customer sales order;
- process a customer's sales order;
- link a sales order to a customer invoice;
- create a cash customer account; and
- process a customer's credit note and link it to the relevant customer's tax invoice.

Cash book, petty cash and journal processing

- Process a cash book and reconcile the cash book with the bank statement i.e. bank reconciliation;
- transfer funds between bank accounts;
- process a petty cash book;
- process general journals with VAT implications;
- process customer journals and interest on overdue accounts;
- process supplier journals;
- process inventory journals with VAT implications;
- compare manual to computerised ledgers; and
- compare the manual to the computerised trial balance.

Month-end procedures

- Ensure that all necessary month-end procedures have been completed for Letsema Furnishers.

Year-end procedures

- Successfully complete a year-end procedure in the software programme.