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JOHANNESBURG:
DURBAN:

MILPARK
BUSINESS SCHOOL



SHORT COURSE: COMPUTERISED BOOKKEEPING

DESCRIPTION

It is essential that the Junior Bookkeeper be able to work effectively on a computer. Learners must demonstrate this competence in basic business computing and a computerised accounting package. Computerised Bookkeeping is therefore a skills programme that covers the computer unit standards of the National Certificate. This skills programme is designed to prepare learners for completing the ICB Computerised Bookkeeping Portfolio of Evidence (PoE) which will include the completion of the monthly bookkeeping cycle on Pastel Accounting and Microsoft Excel, Word and PowerPoint.

ADMISSION REQUIREMENTS

- It is assumed that the learner is competent in:
 1. Basic computer literacy and Microsoft Word, Excel and Powerpoint
 2. A computerised accounting package
- If a learner is not competent in 1 above, then he/she must first complete the International Computer Driving Licence or equivalent.
- If a learner is not competent in 2 above, then he/she must first complete the skills programme in Pastel Accounting.

CERTIFICATION

Upon successful completion of the programme, learners will receive an ICB results letter outlining the unit standards covered and the ICB will apply to FASSET on the learner's behalf for the Further Education and Training Certificate in Bookkeeping to be awarded.

UNIT STANDARDS

Unit Standard ID	Unit Standard Title	NQF Level	Credits
116940	Use a Graphical User Interface(GUI) - based spreadsheet application to solve a given problem	3	6
117927	Use a Graphical User Interface(GUI) - based database application to solve a given problem	4	6

243943	Maintain data integrity and security	4	3
243944	Administer Accounts Receivable and Accounts Payable on the system	4	4
243945	Setting up the system	4	3
12991	Work with information technology in an accounting environment	5	6
12998	Produce spreadsheets using accounting related information technology	5	8
Total			34 credits

ASSESSMENT

In Computerised Bookkeeping, the PoE will contain one formative activity and a summative assessment (final exam).

DURATION

This is a part-time course of 8 hours.

FURTHER STUDIES

Learners who have completed this short course certificate may articulate onto other short courses. Depending on the learner's academic background, other Milpark Business School whole qualifications may also be available to the learner.

ABOUT THE BUSINESS SCHOOL

Milpark Business School offers a range of higher education qualifications, accredited by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE). Milpark Business School offers both distance learning and contact learning, as well as supporting workshops. The qualifications range from a variety of certificate and diploma programmes to an MBA and a BCom in Banking Management.

PRICING

The fees include prescribed textbooks, comprehensive learner guides, lectures and all internal assessments.

Please contact the Milpark Business School Sales Department for more details.

ADDITIONAL COSTS

The fee for each module includes the ICB assessment fee. Learners may register as members of the ICB.

DISCLAIMER

The content of this brochure is accurate at the time of going to print. Milpark Business School reserves the right to change the programme content due to changes in legislation, market requirements and other reasons. Notice of such changes will be published on our website.

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