

Proposed COURSE OUTLINE for: (32 contact hours)	ICB Computerised Bookkeeping
--	---

Dear student/facilitator

Welcome to the ICB **Computerised Bookkeeping** learning area. Please note the following:

This learning area is designed to show students how to take the manual bookkeeping process that they have learnt in Bookkeeping to Trial Balance and Payroll and Monthly SARS Returns, and complete it using computer tools. The tools that will be used are MS Office (MS Excel, MS Word, MS PowerPoint) and Sage Pastel Partner. Although providers may make use of any recognised software to prepare for the computerised accounting component of the ICB assessment (which is based on generic computerised accounting software), the course outline is based on Sage Pastel software which is the software that EDGE supports for preparation.

It is presumed that candidates are well acquainted with MS Office. This is a distinct prerequisite for entry into this learning area. Every student should have access to MS Office outside of the classroom. Note: Should providers wish to offer tuition towards the Microsoft Office component of this subject, they may compile their own course outline suited to their needs prior to commencing with this course, and in such case the course will comprise 60 contact hours.

Please note that the ICB is assessing computerised bookkeeping. EDGE Education is supplying students with the necessary tools to complete the assessment and has elected to use MS Office and Pastel Accounting as the tools to show students how to complete the ICB assessment.

The training provider should assist students with access to the hardware and/or software in cases where there is a distinct need for these.

Please take note of the following:

1. This learning area is divided into two parts:
 - a. Computerised bookkeeping package component 20 hours
 - b. ICB assessment workshop component: 12 hours
2. Please note that the ICB assessment will include questions about MS Office as well, so it is important for the student to be competent in this computer package.
3. Students that are literate in the basics of computing and MS Office **but** illiterate in a computerised bookkeeping package need to attend the learning area from the beginning.
4. Students that are literate in the basics of computing and MS Office **and** literate in a computerised bookkeeping package need to only need to attend the last 12 hours of the learning area.

5. All ICB courses will be assessed as follows:

- 3 Assignments
- 2 Class Tests
- Final Exam

The structure of the computerised bookkeeping assessment is as follows:

Assignment 1		
Q1	The monthly bookkeeping cycle on Microsoft Office	
Test 1		1 hour 30 minutes
Q1	20 MCQ on Microsoft Office and the monthly bookkeeping cycle on Microsoft Office	20 Marks (estimated)
Q2	Missing answer question on Microsoft Office	12 Marks (estimated)
Q3	Short theory questions on Microsoft Office (list, identify, describe, explain, etc.)	18 Marks (estimated)
Assignment 2		
Q1	A computerised bookkeeping activity	
Test 2		1 hour 30 minutes
Q1	20 MCQ on computerised bookkeeping	20 Marks (estimated)
Q2	Missing answer question on Pastel Accounting	12 Marks (estimated)
Q3	Short theory questions on Pastel Accounting (list, identify, describe, explain, etc.)	18 Marks (estimated)
Assignment 3		
Q1	The monthly bookkeeping cycle on a computerised bookkeeping package	
Final Exam		3 hours 30 minutes
Section A:		
Q1	Multiple choice questions	40 Marks
Section B:		
Q1	Short question types on Microsoft Office and the monthly bookkeeping cycle	30 Marks
Q2	Short question types on Computerised bookkeeping and the monthly bookkeeping cycle	30 Marks
Q3	Screenshot type questions - Windows, Internet & email, Excel, Word, PowerPoint.	40 Marks
Q4	Screenshot type questions – Pastel Accounting	40 marks

6. The five formative assessments comprise three Assignments and two Class Tests. The ICB now offers an online system called MACCI, where the Class tests will be completed online in a timed assessment and are self-marked. Assignments 1 and 2 will also be completed online. All questions and answer books will be integrated within MACCI. Assignment 3 will be completed by hand and offline. This assignment needs to be downloaded from MACCI and then uploaded again once completed. All assessments will be assessed by the ICB's National Assessor upon completion of the course.

7. The five formative assessments will be assessed as a whole and will contribute 30% to the final mark. The Final Exam will contribute the remaining 70%. In total, the student needs to score **at least 60%** to be found competent. However, there is a sub-minimum of 50% for the Final Exam component only. For further information, please refer to the ICB's Assessment Policy available at: www.icb.org.za.
8. The Final Exam may be completed online or on paper at an approved assessment centre. All written assessments must be completed **in the student's own handwriting** (unless otherwise instructed), using blue or black ink in all instances. Typed versions will not be accepted. Also note that correction fluid (Tipp-Ex) of any nature is strictly prohibited
9. Please note that class attendance is compulsory. However, should the student not be able to attend any of the sessions listed below, he or she should inform the facilitator as soon as possible.

The details of the course coordinator are:

Name:	Tel no:
-------	---------

Computerised bookkeeping package (Pastel) component – 20 hours			
Sessions (Two hours per session)	Date	Topic	Learning Modules
1		<ul style="list-style-type: none"> • Installation and registration of Sage Pastel Partner • Pastel language and navigation 	LM 1, LM 2
2		<ul style="list-style-type: none"> • Creating and setting up a company in Pastel Partner • Create and maintain general ledger accounts 	LM 3, LM 4
3		<ul style="list-style-type: none"> • Create and maintain supplier accounts 	LM 5
4		<ul style="list-style-type: none"> • Create and maintain customer accounts 	LM 6
5		<ul style="list-style-type: none"> • Create and maintain inventory items 	LM 7
6		<ul style="list-style-type: none"> • Take on balances and journals 	LM 8
7		<ul style="list-style-type: none"> • Supplier processing 	LM 9
8		<ul style="list-style-type: none"> • Customer processing 	LM 10
9		<ul style="list-style-type: none"> • Cash book, petty cash and journal processing 	LM 11
10		<ul style="list-style-type: none"> • Month end procedures • Year end procedures 	LM 12, LM 13

Students will have to work through the manual. They should feel competent on a computerised bookkeeping package.

B assessment workshop component – 12 hours		
Sessions (Two hours per session)	Date	Topic
1		<ul style="list-style-type: none"> New students may join the learning area at this point. Refer to the files on the Online Application that accompanies the textbook – Letsema Furnishers on Microsoft Office (Annexures 1 and 2). Students must work through the document that outlines the completion of the monthly bookkeeping cycle on Microsoft Office. Students must be tasked with completing Assignment 1.
2		<ul style="list-style-type: none"> Student must submit Assignment 1. Students must write Class Test 1 online.
3		<ul style="list-style-type: none"> Complete Cape Seas Seafood Suppliers CC on Pastel Accounting. Students must be tasked with completing Assignment 2.
4		<ul style="list-style-type: none"> Students must submit Assignment 2. Students must write Class Test 2 online.
5		<ul style="list-style-type: none"> Refer to the file on the Online Application that accompanies the textbook – Letsema Furnishers on Pastel Accounting (Annexure 3). Students must work through the document that outlines the completion of the monthly bookkeeping cycle on Pastel Accounting. Students must be tasked with completing Assignment 3.
6		<ul style="list-style-type: none"> Students must continue with Letsema Furnishers on Pastel Accounting. Students must be tasked with completing Assignment 3. <p>Students will now write their assessment on a scheduled ICB assessment date at an approved ICB assessment centre. The invigilator should check that the following has been submitted by the students:</p> <ul style="list-style-type: none"> Completed Final Exam Answer Book