

## Computerised Accounting (CIBM)

Quality Assuring Body : Chartered Institute of Business Managers & Softline Pastel  
Duration : 12 Weeks Part Time

### INTRODUCTION

Every business needs an accountant or bookkeeper and that is why there is always a demand for them. This course will teach you the principles of bookkeeping and how to write up a set of books to trial balance. On the basis that almost every business has some form of computerisation, this course will also teach you how to keep a computerised set of financial records using the most popular package in the SME sector, Pastel Accounting.

On completion of this course you will be able to write up financial records for small to medium sized businesses or even be employed as a Bookkeeper in commerce and industry. Alternatively, you may want to write up books for your own business, if you are a business person. The bookkeeping course has been endorsed by the Chartered Institute of Business Management (CIBM), and the Pastel course is authorised by Softline Pastel. You will receive two certificates, one for Bookkeeping endorsed by the CIBM and the other from Pastel SA.

### MODULES

#### Bookkeeping

- Introduction to Bookkeeping
- The Cash Book
- The Petty Cash Book
- General Journal
- Debtors
- Creditors
- General Ledger
- Reconciliations
- Trial Balance
- Salaries and wages

#### Pastel

- Working in the Demo Company
- Edit Master files
- Introduction to Processing
- Supplier Processing
- Customer Processing
- Cash Book Processing
- Monthly Processing

### LEARNING MATERIALS

Includes all prescribed manuals

### MINIMUM REQUIREMENTS

Basic Computer literacy, Maths literacy and English

### CAREER OPPORTUNITIES

Accounts Clerk, Bookkeeper, Accounts Assistant, Debtors Clerk, Creditors Clerk

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