

# Accounting Software

## Course Overview

*You can master accounting software!*

Thank goodness the “good old days” of managing accounting process with a simple calculator are well and truly over! Today there is an expectation that every person in the finance team will have a sound knowledge of the software available to deliver successful accounting and associated reporting. You need to keep up with the game. This course will give you the knowledge and expertise to contribute confidently.

Pre/co requisites: CBASS 401 Accrual Accounting

**Level:** 4    **Fee:** \$171.44    **Hours per week:** 19    **Credits:** 15    **Weeks:** 8

## Course Aim:

To set up and use accounting software, with an established Chart of Accounts, to process transactions and a range of financial reports for a GST registered entity.

## Learning Outcomes

On successful completion of this course students will be able to:

1. Use accounting software with an established Chart of Accounts to process simple transactions for a GST registered entity
2. Complete a bank reconciliation using accounting software and produce the bank reconciliation report
3. Use accounting software to process complex transactions for a GST registered entity and produce a range of financial reports
4. Communicate financial information clearly to an internal stakeholder
5. Set up accounting software, process transactions and produce reports for a GST registered entity
6. Collaborate and contribute to the achievement of team objectives and report to internal stakeholders



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## Contact Us

Any questions or queries please contact one of our enrolment team members below:

- **Phone:** 0800 328 269
- **Email:** [enquiries@tanzecampus.com](mailto:enquiries@tanzecampus.com)
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## Indicative Course Content

- Simple transactions
- Produce transaction journal report(s)
- Produce source documents using accounting software
- Maintaining the Chart of Accounts
- Complex transaction
- Accounting software setup
- Working in a team

## Assessment

<i>No</i>	<i>Assessment Type</i>	<i>Weighting</i>	<i>Outcomes Met</i>
1	Open Book Test	15%	2
2	Group Project – Individual Contribution to Group Process	20%	6
3	Group Project – Group Project	65%	1,3,4,5



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