



Level 5 Diploma in Computerised Accounting (333)
151 Credits



Unit: Accounting for Computerised <i>Accounting</i>	Guided Learning Hours: 200
Exam Paper No.: 2	Number of Credits: 20
Prerequisites: Knowledge of basic accounting.	Corequisites: A pass or higher in Certificate in Business Studies or equivalence.
<p>Aim: Accounting is a painstaking, resource-intensive process for a business of any size. Luckily, the choices for low-cost and flexible accounting software are greater than ever before. Accounting information needs to be identified and measured. This is done by way of a "set of accounts", based on a system of accounting known as double-entry bookkeeping. This unit outlines how the accounting system identifies, records, measures and communicates "<i>accounting transactions</i>". The "measurement" of accounting information is not a straight-forward process. It involves making judgements about the value of assets owned by a business or liabilities owed by a business. It is also about accurately measuring how much profit or loss has been made by a business in a particular period. This unit shows the measurement of accounting information often requires subjective judgement to come to a conclusion. Accounting information needs to be processed and communicated; and the ways to achieve this may vary. Accounting information can be processed manually or electronically using an accounting package. There are several forms of accounting communication (e.g. annual report and accounts, management accounting reports) each of which serve a slightly different purpose. The processing and communication encompass information stakeholders need to know! And this is the main objective of this unit.</p>	
Required Materials: Recommended Learning Resources.	Supplementary Materials: Lecture notes and tutor extra reading recommendations.
Special Requirements: The unit requires a combination of lectures, demonstrations and class discussions.	
<p>Intended Learning Outcomes:</p> <ol style="list-style-type: none"> 1. The characteristics of Accounting; describing what useful information is and how it relates to financial decision-making. 2. Accounting principles and concepts used to guide recording, reporting financial information when reporting financial data. 3. Functions of accounting in keeping a systematic record of financial transaction; journalisation, posting, preparation of final statements and to report regularly to the interested parties by means of financial statements. 	<p>Assessment Criteria:</p> <ol style="list-style-type: none"> 1.1 Describe economic events. 1.2 Identify, measure, record and communicate business transactions in financial terms. 1.3 Explain business and non-business entities. 1.4 Identify different categories of users and the accounting information they need. 1.5 Describe assets, liabilities, capital, revenues, expenses, purchases, sales, stock, debtors and creditors. 2.1 Define accounting concepts and conventions. 2.2 Explain business entity. 2.3 Describe money measurement and cost concepts. 2.4 Describe going concern concept. 2.5 Describe and express dual aspect. 2.6 Explain realisation concept. 2.7 Describe accounting period concept. 2.8 Explain accounting conventions. 3.1 Describe the different functions of accounting. 3.2 Evaluate the systems of accounting. 3.3 Identify the different classifications of accounts.

<p>4. Cash book used to record the day to day cash transactions and record entries for different types of transaction.</p>	<p>3.4 Explain the rules for debit and credit entries. 3.5 Describe subsidiary books. 4.1 Define a cash book 4.2 Describe different types of cash book. 4.3 Identify contra entries. 4.4 Identify cash book transactions. 4.5 Demonstrate how to record cash related transactions 4.6 Describe how to record contra entries and cash discounts 4.7 Describe the uses of petty cash book</p>
<p>5. Bank Reconciliation Statement as a report which compares the bank balance as per company's accounting records with the balance stated in the bank statement.</p>	<p>5.1 Define reconciliation statement. 5.2 Explain causes of balance disagreements. 5.3 Outline the preparation of Bank Reconciliation Statement process. 5.4 Describe how to Prepare a Bank Reconciliation 5.5 Explain how to Check a Bank Reconciliation Statement 5.6 Demonstrate preparing a Bank Reconciliation Statement</p>
<p>6. Understand statements that needs to be put together to formulate statements of Final Accounts for assessing a company's performance and financial position (the two others being the balance sheet and the cash flow statement).</p>	<p>6.1 Define Trial Balance and its objectives. 6.2 Explain differences between Trial Balance and Balance Sheet. 6.3 Define Manufacturing Account and the transactions related to it. 6.4 Identify the main purpose of preparing a Trading Account. 6.5 Compare and contrast Manufacturing vs. Trading Account. 6.6 Define Profit and Loss Account including the preparation process. 6.7 Describe the differences between (i) Trading Account (ii) Profit and Loss Account (iii) Balance Sheet. 6.8 Identify items included in Balance Sheet.</p>
<p>7. The concepts of depreciation and methods of allocating the cost of a tangible asset over its useful life.</p>	<p>7.1 Define depreciation 7.2 Demonstrate how is depreciation calculated 7.3 Describe how depreciation affects business taxes 7.4 Describe causes of depreciation. 7.5 Analyse the various methods of allocating depreciation.</p>
<p>8. The different accounting software packages in the market; applications on the market today and how they to cater for the diversity of needs of its users.</p>	<p>8.1 Analyse current accounting packages. 8.2 Describe the differences between manual and computerised accounting. 8.3 Explain the importance of Information Technology in accounting. 8.4 Describe the significance of Accounting Information to a business entity. 8.5 Explain the functions of an Accounting Information System. 8.6 Describe the use of computers in</p>

	Accounting.
<p>Methods of Evaluation: A 2½-hour written examination paper with five essay questions, each carrying 20 marks. Candidates are required to answer all questions. Candidates also undertake project/coursework in Accounting for Computerised <i>Accounting</i> with a weighting of 100%.</p>	

Recommended Learning Resources: Accounting for Computerised Accounting

<p>Text Books</p>	<ul style="list-style-type: none"> • Teach Yourself Bookkeeping and Accounting in a Week by Roger Mason ; ISBN-10: 1444158740 /ISBN-13: 978-1444158748 • Computerized Accounting and Business Systems: A text book on the applications of Computers in Accounting and Business by Neeraj Sharma; ISBN-10: 3659276529 / ISBN-13: 978-3659276521 • Small Business Accounting: Teach Yourself by Andy Lymer; ISBN-10: 1444100246 / ISBN-13: 978-1444100242
<p>Study Manuals</p> 	BCE produced study packs
<p>CD ROM</p> 	Power-point slides
<p>Software</p> 	None

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