



# Certificate in Computerised Bookkeeping

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OFFICIAL ACADEMIC PROSPECTUS & CURRICULUM GUIDE

**NQF Level:** Industry Certification | **Credits:** N/A

**Delivery:** Online

**Print Date:** May 15, 2026

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## PROGRAMME OVERVIEW

PROGRAMME DURATION	8 Weeks
ACADEMIC LEVEL	Industry Certification
TOTAL CREDITS	N/A
SAQA REGISTRATION	Pending
MODE OF DELIVERY	Online
TOTAL INVESTMENT	<b>R 7,000</b> (Registration Deposit: R 799)

### Executive Introduction

The archaic era of manual, paper-based ledgers is completely over. The Certificate in Computerised Bookkeeping is a high-speed, fast-track programme designed specifically to transition traditional financial skills into the highly automated digital age. This course focuses intensely on the industry-leading software suites—such as Sage and QuickBooks—that have become the absolute standard for modern business accounting across the entire globe.

Learners will rapidly move from paper theory to digital clicks, learning exactly how to securely set up complex company profiles, fully automate recurring invoices, and instantly generate real-time, high-impact financial dashboards. The training heavily emphasizes speed and efficiency, showing students how to expertly utilize advanced software features to radically reduce the time spent on manual data entry by up to 70%. In today's fast-paced, highly competitive global economy, immense speed and digital accuracy are the primary benchmarks of a truly professional bookkeeper.

Beyond just 'learning the basic buttons,' this intensive course deeply explores highly secure cloud-based accounting ecosystems. You will learn how to seamlessly integrate live bank feeds, manage digital corporate payroll, and ensure that your company's financial data is automatically backed up and totally secure. This is the definitive, elite track for the modern financial administrator who wants to remain highly relevant and

totally indispensable in a paperless, heavily automated corporate world.

## PURPOSE OF THE LEARNING PROGRAMME

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To completely modernize the financial administration workforce for the high-speed digital age. The primary objective is to rapidly replace slow, error-prone manual processes with high-speed, automated digital workflows that massively improve organizational responsiveness and financial accuracy.

To radically enhance data integrity through intelligent software automation. We aim to teach students exactly how to heavily leverage strict software constraints to entirely eliminate common human errors in accounting, ensuring that financial reports are always 100% reliable and audit-ready.

To provide instant, real-time business intelligence to executive management. The purpose of this track is to enable bookkeepers to instantly generate complex reports, allowing business owners to see their financial health at a glance any day of the month rather than waiting for slow month-end closures.

To heavily support the rapid digital transformation of local and global businesses. By training a workforce fully capable of seamlessly implementing cloud accounting, we are actively helping businesses drastically reduce their IT costs and vastly improve their remote work and collaboration capabilities.

To massively increase the employability and overall earning potential of ambitious finance professionals. Computerized bookkeeping is a strict, mandatory requirement for almost absolutely every financial role today; our purpose is to ensure our graduates possess the exact specific software certifications that elite employers demand.

# MODULE BREAKDOWN

## Module 01: Software Setup

Setting up Pastel/Xero.

## Module 02: Creating Accounts

Customers and Suppliers.

## Module 03: Processing Invoices

Sales and Purchases.

## Module 04: Bank Processing

Cash book entries.

## Module 05: Inventory Management

Stock items and adjustments.

## Module 06: VAT Processing

Tax reports and returns.

## Module 07: Month End Procedures

Reconciliations and backups.

## Module 08: Year End & Reports



## PRACTICAL LAB ENVIRONMENTS

This programme includes intensive hands-on practical labs designed to bridge the gap between theoretical knowledge and real-world industrial application.

### Lab 1: Software Setup & Company File Creation

Configure bookkeeping software for a business. Deliverable: Configured company file.

### Lab 2: Automated Transaction Processing

Process invoices, bills, and payments digitally. Deliverable: Transaction report export.

### Lab 3: VAT/GST Calculation & Reporting

Generate tax reports compliant with local regulations. Deliverable: VAT return draft.

### Lab 4: Month-End Closing Simulation

Close books and generate management reports. Deliverable: Month-end pack with P&L and balance sheet.

## CAREER FIELDS & OPPORTUNITIES

Graduates of this learning programme are aggressively equipped with the specialized competencies required to pursue the following elite professional roles within the global industry:

<b>COMPUTERISED BOOKKEEPER</b>	Advance your career as a Computerised Bookkeeper in the industry.
<b>ACCOUNTS PAYABLE/RECEIVABLE CLERK</b>	Advance your career as a Accounts Payable/Receivable Clerk in the industry.
<b>FINANCE ASSISTANT</b>	Advance your career as a Finance Assistant in the industry.
<b>PAYROLL ADMINISTRATOR</b>	Advance your career as a Payroll Administrator in the industry.
<b>ACCOUNTING SOFTWARE SPECIALIST</b>	Advance your career as a Accounting Software Specialist in the industry.
<b>FINANCIAL DATA ENTRY OPERATOR</b>	Advance your career as a Financial Data Entry Operator in the industry.
<b>CLOUD ACCOUNTING TECHNICIAN</b>	Advance your career as a Cloud Accounting Technician in the industry.

## NEXT STEPS & APPLICATION

Ready to definitively advance your professional trajectory? Formal applications are currently open for the upcoming academic cycle. To securely guarantee your placement in the next intake for **Certificate in Computerised Bookkeeping**, please complete our online application process or contact our admissions advisory team directly.

### CONTACT ADMISSIONS

**Official Email:** [apply@softkingsacademy.co.za](mailto:apply@softkingsacademy.co.za)

**Academy Website:** [www.skacademy.co.za](http://www.skacademy.co.za)

**WhatsApp:** +27 69 271 9901

**Tel:** +27 21 1097 366 | +27 12 004 3732 | +27 70 5422 373

### DIGITAL STUDENT PORTALS

**Studentzone:** [portal.skacademy.co.za](http://portal.skacademy.co.za)

**Exam Centre:** [exams.skacademy.co.za](http://exams.skacademy.co.za)

**Verify Certificate:** [skacademy.co.za/verify-certificate](http://skacademy.co.za/verify-certificate)

**APPLY ONLINE NOW**

SOFTKINGS ACADEMY IS FORMALLY COMMITTED TO PROVIDING INDUSTRY-LEADING, ACCREDITED SKILLS DEVELOPMENT.

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INFORMATION CONTAINED WITHIN THIS PROSPECTUS IS CORRECT AT THE TIME OF PRINTING.