



Certificate in Computerised Bookkeeping

OFFICIAL ACADEMIC PROSPECTUS & CURRICULUM GUIDE

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

Delivery: Online

Print Date: June 30, 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	R 7,000 (Registration Deposit: R 799)

Executive Introduction

This course builds computerised bookkeeping skills using industry-standard software for processing transactions, generating reports, and maintaining digital financial records. Practical application ensures learners can perform efficient bookkeeping tasks in modern business settings.

PURPOSE OF THE LEARNING PROGRAMME

Outcomes are currently being formalized.

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

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

Academy Website: 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

Exam Centre: exams.skacademy.co.za

Verify Certificate: 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.