

**NEW ZEALAND INSTITUTES OF TECHNOLOGY AND POLYTECHNIC  
QUALIFICATIONS IN INFORMATION & COMMUNICATIONS TECHNOLOGY**

**PRESCRIPTION: AP370 ACCOUNTING PACKAGE**

AIM OF MODULE:	To introduce students to the concepts of accounting using an accounting package.
CREDITS:	5
STUDENT LEARNING HOURS:	50
CONTENT REIVSED:	2002
PRESCRIPTION EXPIRY DATE:	November 2013

**Level and Assessment Schedule**

TOPICS	Highest Skill Level				Suggested Assessment Percentage
	R	C	A	P	
1. Accounting principles		*			20
2. Accounting package			*		80
					<hr/> 100 <hr/> <hr/>

## LEARNING OUTCOMES

The student will:

- C 1 Understand the purpose of accounting and how accounting entries are recorded.
- A 2 Understand the sequence of events in an accounting package, and process simple transactions.

## CONTENT

### 1 ACCOUNTING PRINCIPLES

- Describe how simple accounting entries are recorded, e.g. Ledger, Journal

Note:

- Purchase and Sales Journals are no longer necessary.
- Service only examples are needed (ie no inventory).

### 2 ACCOUNTING PACKAGE

- Identify the various components of an integrated accounting package and where they fit in the system. Including accounts receivable, accounts payable and general ledger.
- Describe briefly the sequence of events in the above modules.
- Explain the importance of audit trails
- Process transactions in an accounting package including:
  - Invoices (accounts receivable and payable)
  - Credit notes (accounts receivable and payable)
  - Accounts receivable receipts
  - Accounts payable payments
  - General Ledger Journals
  - Perform simple reconciliations of Accounts Receivable and Payable.

#### NOTE:

An accounting teaching package such as EACTWIN is useful for this module.