

Course Structure

SL	Unit Code and Title		UoC Level	Nominal (Hours)
Generic Competencies				40
1.	GU011L4V1	Lead small Team	4	20
2.	GU09L3V1	Practice Negotiation Skills	3	20
Occupation Specific Competencies				230
3.	OUAF004L5V1	Manage a Project	5	10
4.	OUAF005L5V1	Use Advanced Spreadsheets	5	50
5.	OUAF006L5V1	Perform advanced Accounting using accounting software packages	5	150
6.	OUAF007L5V1	Prepare project proposal	5	20
Total Nominal Learning Hours				270

Units & Elements at Glance

Generic Competencies

Code	Unit of Competency	Elements of Competency	Duration (Hours)
GU011L4V1	Lead a Team	<ol style="list-style-type: none">1. Provide team leadership2. Assign responsibilities3. Set performance expectations for team Members4. Supervise team performance	20
GU09L3V1	Practice Negotiation Skills	<ol style="list-style-type: none">1. Plan negotiations2. Participate in negotiations	20

Occupation Specific Competencies

Code	Unit of Competency	Elements of Competency	Duration (Hours)
OUAF004L5V1	Manage a Project	<ol style="list-style-type: none"> 1. Define project 2. Define tasks of the project Create a project plan 	10
OUAF005L5V1	Use Spreadsheets (Advanced)	<ol style="list-style-type: none"> 1. Use Formula and Functions 2. Create Chart and Pivot table 3. Use Special Tools 4. Use Big Data Analytics and Data Visualization 5. Develop Real Life Projects 	50
OUAF006L5V1	Perform Advanced Accounting Using Accounting Software Packages	<ol style="list-style-type: none"> 1. Create the Chart of Accounts and chart of Inventory 2. Configure and customize interfaces 3. Approve transaction 4. Adjust Un-earned revenue, prepayments and accruals 5. Maintain non-current asset register 6. Reconcile banks and ledgers 7. Process payroll and taxes 8. Generate reports 	150
OUAF007L5V1	Prepare project proposal	<ol style="list-style-type: none"> 1. Interpret client's requirement 2. Plan, prepare and submit project proposal 	20