

CODELABS ACADEMY

TECHNOLOGY & PROFESSIONAL SKILLS TRAINING DIVISION

“Practical Skills. Real Projects. Career Ready.”

OFFICIAL COURSE OUTLINE

Certificate in Computerized Accounting/Digital Systems

Manage real accounting and financial records on modern digital systems.

Rolling Intake ENROLLMENT	2 Months DURATION	Beginner to Practitioner LEVEL	Live Online Classes DELIVERY MODE
10 to 12 hrs / week ESTIMATED WEEKLY EFFORT	Codelabs Academy Certificate CREDENTIAL AWARDED	Accounting & Finance CATEGORY	Juba, South Sudan DELIVERED FROM

I. About This Programme

This programme is delivered by Codelabs Academy, the training division of Codelabs, a South Sudan based technology company. Classes are taught by Codelabs engineers and working technology professionals, live and online, so instruction stays grounded in how the work is actually carried out in practice rather than in theory alone.

II. Who This Programme Is For

Beginners with basic numeracy who want a practical, in demand bookkeeping skill, with or without a prior accounting qualification.

Entry Requirements

- A laptop or computer with a stable internet connection
- Basic computer literacy, comfortable using spreadsheets and files
- No prior accounting qualification required, though basic numeracy helps
- Commitment to attend live classes and complete practice exercises

III. Programme Description

Manual bookkeeping, paper ledgers, handwritten receipts and end of month reconciliation by hand, is slow and prone to error, and most organisations have already moved, or are moving, to digital accounting systems. This programme prepares students to work confidently in that environment.

Students learn core accounting principles alongside the digital tools organisations actually use to manage their books, finishing able to run real financial records accurately and efficiently.

IV. Learning Outcomes

Measurable Outcome	Demonstrated Via
Apply core accounting principles to record business transactions accurately.	Unit I Practicum
Manage day to day bookkeeping and reporting in QuickBooks Online.	Unit II Practicum
Process payroll and prepare digital tax records.	Unit III Practicum
Maintain audit ready, compliant financial records.	Unit IV Capstone
Identify and correct common bookkeeping errors.	Capstone Review

V. Core Curriculum: Weekly Modules

UNIT I

Accounting Fundamentals

Weeks 1 to 2

“What is actually happening behind every entry in a set of books?”

Topics Covered

- The accounting cycle and double entry principles
- Journals, ledgers and the chart of accounts
- Financial statements explained
- Setting up a company file in QuickBooks Online

Lab Practicum • Estimated 10 hrs

Set up a chart of accounts and record a month of transactions.

UNIT II

Transactions & Reporting

Weeks 3 to 4

“How do you know your books are correct before you report on them?”

Topics Covered

- Recording sales, purchases and expenses
- Bank feeds and reconciliation
- Generating standard financial reports
- Managing customers and vendors

Lab Practicum • Estimated 12 hrs

Reconcile accounts and produce a full set of monthly reports.

UNIT III**Payroll & Digital Tax***Weeks 5 to 6*

“What has to be correct before an employee is paid or a return is filed?”

Topics Covered

- Payroll setup and processing
- Employee records and statutory deductions
- Preparing and filing digital tax records
- Common compliance requirements

Lab Practicum · Estimated 10 hrs

Process a payroll run and prepare a sample tax filing.

UNIT IV**Auditing, Compliance & Capstone***Weeks 7 to 8*

“What would an auditor expect to find if they reviewed these books today?”

Topics Covered

- Internal controls and audit readiness
- Record keeping and document retention
- Identifying and correcting common errors
- Final bookkeeping capstone

Lab Practicum · Estimated 12 hrs

Capstone: manage a full accounting cycle for a sample business and present the books for review.

VI. Weekly Time Commitment

Activity	Hours per Week
Live Instructor Led Classes	4.0 hrs / wk
Practical Lab & Project Work	4.0 hrs / wk
Self Study & Practice	2.5 hrs / wk
Peer Review & Consultation	1.5 hrs / wk

VII. Programme Progression**Phase I: Foundations (Weeks 1 to 2)**

Building core concepts and comfort with the tools used throughout the programme.

Phase II: Core Skills (Weeks 3 to 4)

Developing the primary practical skills the certificate is built around.

Phase III: Applied Practice (Weeks 5 to 6)

Applying those skills to realistic tasks that mirror real working conditions.

Phase IV: Capstone and Certification (Weeks 7 to 8)

Completing a final project and assessment that leads to certification.

VIII. Assessment & Certification Criteria

Assessment Component	Weight
Weekly Lab Practicums (Units I to IV)	40%
Mid Programme Practical Assessment	15%
Final Capstone Project	35%
Participation & Professionalism	10%

Certification Bands

Band	Overall Score
Distinction	90% and above
Merit	75% to 89%
Pass	60% to 74%
Incomplete	Below 60%

IX. Programme Policies

Attendance & Make Up

Students are expected to attend all live sessions. Session recordings are made available afterward, and a student who misses a class may arrange a catch up session with their instructor before the next unit begins.

Original Work

All lab practicums and the capstone project must reflect the student's own understanding and effort. Students are encouraged to discuss approaches with peers, but submitted work must be completed individually unless a unit specifies group work.

Responsible Use of AI Tools

Students may use AI tools to support their learning, for example to research a concept or review their own work. Submitting AI generated work as a capstone project without a genuine understanding of how it functions does not meet the certification standard.

X. Tuition & Enrollment

\$300

TUITION

2 Months

PROGRAMME DURATION

What Is Included

- All live instructor led classes and lab practicums for the full programme
- Course materials and guided project briefs for every unit
- A Codelabs Academy certificate of completion upon meeting the Pass standard or above
- Admissions and scheduling support throughout the programme

To apply, visit codelabs.com.ss/academy/computerized-accounting or contact Codelabs Academy admissions directly. Enrollment is ongoing, with a new cohort beginning monthly.

Mading Robin

Academy Director, Codelabs Academy

Date: _____