



LCBS Dhaka

Accounting for Freelancing

LEVEL-4



COURSE STRUCTURE

SL	Unit Code and Title		UoC Level	Nominal (Hours)
Generic Competencies				30
1	GU005L2V1	Carry Out Workplace Interaction in English	2	15
2	GU013L3V1	Carry Out Communication with Clients	3	15
Sector Specific Competencies				45
3	SUICT001L4V1	Use Word Processing and Presentation Software	4	15
4	SUICT002L4V1	Use Internet and Social Media	4	15
5	SUICT004L3V1	Comply to Ethical Standards in the IT Workplace	3	15
Occupation Specific Competencies				280
6	OOUAF001L4V1	Execute a Project	4	10
7	OOUAF002L4V1	Use Spreadsheets	4	60
8	OOUAF003L4V1	Perform Accounting using Accounting Packages	4	215
Total Nominal Learning Hours				360



Competency Standard



Assessment Process

✓ Written Exam :

- 20-25 Questions;
- Time 01 Hour

✓ Demonstration :

- 3-4 Events- Time 3:30-4:00 Hours;
 - Excel Work
 - Software Work
 - Project Proposal

✓ Oral



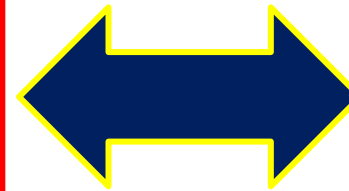
OUAF002L4V1- Use Spreadsheets

- Format and Layout Sheet;
 - Google Sheet;
 - MS Excel;
- Used Formula and Functions;
 - SUM, Left, Right, SUMIF, MAX, MIN, AVERAGE, AVERAGEA, Create Chart
- Create Table Pivot;
- Vlookup
- Use Tools;
 - ☐ Data Validation, Remove Duplicate Data, Data Sorting and filtering, Data consolidation;



Accounting Work by Excel

- Record Transaction
- Profit and Loss Account
- Balance Sheet
- Inventory Management
- Cash-flow statement
- Bank Statement Categorize and make update Trial Balance



- Create Table
- Pivot;
- Vlookup
- SUMIF



Software Work

Accounts Set-Up

Company Setup

Make Chart of Accounts

Product and Service add

Import process

Record Transaction

Upload Statement

Categorize Bank Transaction

Create bulk Invoice
Invoice and bill record

Report

1. Reconcile statement
2. PL account
3. Balance Sheet

Run Report



Revenue and Unearned Revenue Register

