

MODULE 16: EFFICIENCY

CODE: 961 165 Duration: 75 hours

A. Analyze the characteristics of accounting tasks.

- Recognition of the main tasks and their sequence
- Classification of tasks according to the level of productivity, deadline and complexity
- Correct determination of the level of quality and time required to carry out each task

B. Plan when accounting activities will be carried out.

- Prioritization planning of activities in order to optimize the use of material resources
- Minimize the amount of time involved
- Allowance of sufficient leeway for the unexpected
- Establishment of a work schedule that takes deadlines into account
- Correct distribution of activities in the work schedule
- Appropriate use of planning tools
- Correct application of a verification method

C. Follow up the work plan.

- Effective management of obstacles encountered
- Adjustment and correction of plan in response to unexpected events

D. Advanced tools in Microsoft Excel

- Macros, consolidation of sheets
- Advanced formulation