

## Use Reckon's Personal and Business Software to teach your students about:

- recording transactions
- preparing financial reports
- loans
- budgeting
- shares
- analysing financial reports

### PERSONAL FINANCE

Bring ICT into your Middle School Commerce classroom by introducing students to Quicken Personal Plus Student edition. For a one time fee of \$75 your school receives a site licence that enables unlimited installation on campus. Support classroom tutorials and exercises ready for classroom use are also on the disk. An ideal software package for Middle School Commerce enables students to learn about:

- recording household transactions
- preparing financial reports for the home
- budgeting
- loans
- setting up and monitoring a share portfolio

### BUSINESS FINANCE

Introduce your students to the world's best selling accounting software for a one time site licence fee of \$75. Your school is entitled to unlimited installation of QuickBooks Student edition. Support classroom tutorials and exercises ready for classroom use are also on the disk. An ideal software package for:

- HSC Business Studies

A larger data file in the 'Analysing Business Data' section on the disk enables students to analyse the financial performance of a company over a 3-year period. This fits ideally in HSC topic 2 'Financial Planning and Management'

\* VET Financial Services

The Vet section on the disk includes a range of sample exercises devoted to VET. This includes a range of VET competencies in Financial Services and Business Administration.

#### What do schools receive for their site licence?

- Student edition of Personal Plus (limit of 200 transactions per data file) or QuickBooks (650 transactions per data file)
- Easy to use classroom tutorials/exercises
- User Guide (on disk)
- Unlimited installation per campus
- Unlimited Technical Support for 12 months

#### Purchasing the student versions of Personal Plus and QuickBooks

Give your students the opportunity to have their own copy of the student version. This Single User software enables students to continue class work at home (including the tutorials).

To order, please contact the Education Coordinator on 1300 655 975 or complete the order details and fax to 02 9518 8457.

#### Tutorials are ideal for classroom use

##### Tutorials for Personal Plus include

- Recording and Reporting transactions
- Setting Up and Managing a Loan
- Budgeting
- Investing in the Share market

##### Included with the Student Version of QuickBooks are Practice Exercises for VET Units:

- Maintain Financial Records
- Prepare & Bank Receipts
- Set Up a Computerised Accounting System
- Prepare Financial Statements
- Administer Accounts Payable
- Reconcile and Monitor Accounts Receivable
- Administer Financial Accounts
- Prepare, Match and Process Receipts
- Process Payment Documentation
- Process Payroll

