



## QQI Bookkeeping (Manual & Computerised) 5N1354

### Course Information

2017 – 2018



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## QQI Bookkeeping 5N1354

This course has been developed to provide the learner with both an introduction to manual bookkeeping terms and principles, and the knowledge and skills necessary to operate a computerised accounts system using an integrated accounts package.

Learners who successfully complete this module will be able to operate a bookkeeping application both manually and computerized, develop a keen understanding of the main principles of bookkeeping and be able to carry out a broad range of bookkeeping procedures up to and including the VAT Return and Trial Balance.

Entry Level: Leaving Certificate, Level 5 Certificate or equivalent life/work experience.

## Learning Outcomes

1. Explain the key terminology associated with the recording and maintenance of bookkeeping records, using manual and computerised systems
2. Outline the advantages and disadvantages of a computerised system over a manual one for record keeping purposes
3. Complete the books of first entry with appropriate VAT and departmental analysis from the information contained in a range of source documents to include; invoices, credit notes, bank records, petty cash vouchers
4. Post the information from the daybooks to the appropriate accounts in the ledgers
5. Extract a trial balance at the end of an accounting period
6. Prepare a Bank Reconciliation Statement from data supplied
7. Prepare the end-of-period VAT Return in accordance with the requirements of the Revenue Commissioners
8. Process all tasks as per the manual ones using an accounts package, comparing manual and computerised results
9. Analyse tasks completed making appropriate corrections to any errors and editing of data as directed
10. Print a selection of reports after backing up computerised data on a suitable medium

## Assessment

Exam (Computerised) 50% and Project (Manual) 50%

## Duration

10 x 3hr class plus Self-directed fully supported learning

## Fees & Payment Options

- Course fee: in full €350, or 2) Flexi-payments/Funding 3) In-Company - separate quote
- You may qualify for funding by contacting your local Intreo/DSP Office.

## Learner Progression

This module is included in a list of Major Awards, details of which can be found in the QQI directory of Awards on [www.qqi.ie](http://www.qqi.ie)

Next Start Date: \_\_\_\_\_

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