

Bookkeeping Manual and Computerised



The aim of this module is to provide learners with the skills, knowledge and competencies to operate both a manual book keeping system from source documents up to trial balance and to use a computerised accounts system incorporating Debtors, Creditors, Nominal Ledgers and financial reporting system.

On successful completion of the programme, learners may progress to further education and training.

The Manual & Computerised Bookkeeping Course is created with beginners in mind. The course will teach you how to keep daily records of business financial transactions, using manual and computerised systems.

The course covers the following topics:

- Fundamental principles of accounting
- Accounting cycle
- Double entry
- Prepayments/Accruals
- Preparing accounts up to the trial balance stage
- Financial Statements (Balance Sheet and Income Statement)
- Value Added Tax Liability and VAT3 Return
- Bank Reconciliation

The course is ideal for:

- Those without any prior accounting knowledge and experience who wish to acquire bookkeeping skills
- Small business owners who wish to keep their own books
- Those who wish to embark on a career in bookkeeping
- Those who wish to refresh their bookkeeping knowledge after a gap in related employment

