



BOOKKEEPING ACADEMY OF IRELAND

Introductory Certificate in Bookkeeping

Unit	Fundamentals of Business Bookkeeping	Computerised Bookkeeping using Big Red Cloud
1	Core Principles of Bookkeeping	Setting up a Company (Rachel Solo Case Study) Including Vat Rates, Bank, Customer and Suppliers
2	Dealing with VAT	Entering the remaining Opening Trial Balance Entering current Invoices and Credit Notes for Suppliers and Customers
3	Business Documents and Discounts Glossary and Key Terms	Customer receipts, supplier payments and 'other' payments
4	Dealing with Relevant Contract Tax Introduction to Legislation	Completing a Bank Reconciliation Entering the Wages Journal Viewing Reports
5	Cash Budgeting IT and Security	Case Study 2 Greene's Electrical
6	Deductible Expenses Tax free payments to employees Depreciation and Capital Allowances	Case Study 2 Greene's Electrical
7	Revision & MCQ Mock Exam	Revision & Case Study Downloaded for Assessment
8	MCQ Exam	Case Study Submitted for Assessment