



Cashel Community School

Adult Education Programme



Course Description: QQI Level 5 – Bookkeeping: Manual and Computerised

The Bookkeeping Manual and Computerised module will equip the learner with the knowledge, skills and competence to produce and maintain accurate bookkeeping records for a range of organisations, using manual and computerised systems.

This component aims to equip the learner with the knowledge, skills and competency necessary to enable them operate and maintain accurate payroll records, using manual and computerised systems for any organisation, irrespective of size. It will enable them to work under general direction, supervision or on their own initiative.

Course Objectives:

- To facilitate the learner acquiring an understanding of basic bookkeeping concepts and terminology
- To enable the learner to acquire the knowledge and skills to record business transactions, post to the ledgers and draw up a trial balance using both a manual and a computerised accounts package
- To enable the learner to appreciate the advantages of computerised accounts and be aware of the various accounts packages available
- To identify and appreciate the importance of data accuracy and confidentiality in financial transactions
- To explore with the learner the essential and appropriate terminology associated with personal taxation
- To facilitate the learner to develop an awareness of the skills necessary to use both manual and computerised payroll systems
- To explore with the learner the importance of accuracy and security in preparing and maintaining payroll records
- To facilitate the learner to develop the skill, knowledge and understanding of how to operate the cumulative, emergency and temporary tax system
- To assist the learner in developing the academic and vocational language, literacy and numeracy skills related to Payroll through the medium of the indicative content
- To enable the learner to take responsibility for his/her own learning