

Programmes Objectives

QQI Level 5 Manual and Computerised Accounts 5N1348

The purpose of this course is to prepare the Learner with the knowledge, skill and competence to prepare financial statements for a range of organisations both manually and using integrated accounting software.

Learning Outcomes

1. Outline the principles of accounting
2. Explain a range of accounting terms to include assets and liabilities, debtors and creditors, shareholders, dividends and capital
3. Summarise a range of accounting standards and concepts to include consistency and prudence.
4. Comment on the role of auditors and the auditing process
5. Identify the types and purpose of forecasts and budgets
6. Examine basic computer principles and the application and use of integrated accounting packages in the preparation of financial statements
7. Carry out a range of accounting procedures, to include processing adjustments, producing and extracting final accounts and reports, calculating ratios and completing budgets and forecasts
8. Perform file management functions to include the creation, copying, backing-up and deletion of files and folders
9. Process a range of accounting procedures using integrated accounting software or manual procedures
10. Produce financial statements for a range of organisations
11. Use an integrated accounting software to include file management, system security and report production, printing and verification.

Assessment/Exams/Skill Demonstration

Assignment x2 (60%) Exam x1 (40%)

Duration

10 X Days (one per week) plus self-directed fully supported learning

Learner Progression

Learners who successfully complete this course may use the associated credits towards a Major Award.

For further information please call us on (01) 802 0417