

Bookkeeping & Accounts Level 4 (4N2267)

This programme is aimed at individuals who are in employment or are self-employed and would like to upskill in the area of Bookkeeping & Accounts. The aim of this programme is to equip the learner with the knowledge, skills and competence to keep bookkeeping records for an organisation.

Objectives

- knowledge and understanding of bookkeeping terminology
- an introduction to the principles of bookkeeping and accounts
- To develop skills in accurately completing a range of source documents incorporating a range of VAT rates.
- To assist the learner to develop skills in the process of completing books of first entry and posting to ledgers.
- To assist the learner to develop the language, literacy and numeracy skills related to the workplace through the medium of the module themes and content.

Enrolment criteria

This course is for aimed at people who are in employment or self-employment and are looking to upskill. It is designed for those who may have finished school early or who have a Leaving Certificate that is a few years old.

Assessment

Assignment 40%

Exam 60%