



# HCT

Progressive, Innovative & Interactive Training



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## Programme Details

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| <b>Programme Title</b>                                    | Basic Bookkeeping                                 |
| <b>Duration</b>   | 3 Day   |
| <b>Accreditation</b>                                      | Certificate of Attendance                         |
| <b>Number of Learners on programme</b>                    | 16  |
| <b>Specific Entry/Access and Exemptions Requirements:</b> | No Entry Requirements required for this programme |
| <b>Who should attend this course:</b>                     | People involved in completing payroll             |

## Basic Bookkeeping Training

**Programme Aim:** to provide learners with the opportunity to develop the knowledge, skills and competencies necessary to understand the concepts and terminology of bookkeeping and to be able to record and processes transaction in manual and computerised systems

### Participants of this programme will:

- Acquire an understanding of basic booking concepts and terminology
- Set up appropriate debtors, creditors and nominal ledger accounts
- Gain the knowledge and skills to record transaction in a manual accounts system and draw up a trail balance
- Write up cheques payments using appropriate analysis columns e.g. cash, bank, VAT and creditors
- Acquire the skills to carry out various housekeeping accounting tasks
- Appreciate the importance of data accuracy and confidentiality in financial transactions
- Record/write up money received in relevant day book using appropriate analysis columns
- Set up a basic computerised excel accounts systems
- Explain the following terms: income, expenditure, asset, liability and capital

### Programme Content

- Explain the following bookkeeping principles and terms: debit, credit, debtors and creditors
- List current VAT rates/ Outline the purpose of VAT analysis
- Identify source documents used for writing up the books of prime entry including purchase invoices, credit notes, petty cash vouchers.
- Operate a petty cash book on the imprest system with 4 analysis columns
- Post the entries in the books of prime entry to the appropriate accounts
- Balance personal and nominal ledger accounts/ Extract a trial balance at the end of a period
- Extract the required VAT details from the record and complete a VAT 3G form for submission to the revenue commissioners

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| <b>Delivery Method</b>                    | Buzz Groups, Experiential Learning, Self Directed Learning, Learner Centred   |
| <b>Certification Required</b>             | Learners will be required to demonstrate there understanding of the content of the programme through a range of tasks including role play, exams and practical assessments  |
| <b>Certification</b>                      | On Completion participants will receive a Certificate of Attendance   |
| <b>Progression Route</b>                  | FETAC Level 5 Payroll Computerised and Manual   |
| <b>Specific Support Available</b>         | A range of accommodations and supports are possible according to specific needs. This programme comes with a very comprehensive manual as an excellent source of reference after the programme. HCT are committed to providing support to learners where/when it is required. In all cases, participants will have to complete a reasonable accommodation request, for more information.                            |
| <b>Trainers</b>                           | Our trainers that deliver this programme consists of industry professionals with a passion for training, this experience provides them with up to date industry practices, which can be energetically delivered to learners.  |
| <b>Required fluency in generic skills</b> | Generally learners engaging in learning activities are ready to take on a new task in a personal capacity or role. Learners can follow direction and are moving towards independent learning, Learners will have the ability to read basic short text in a non-supported environment and will be able to make sense of quantitative information within a familiar setting or unfamiliar task in a familiar setting. |

## Equality and Diversity Certificate of Attendance