**QQI Level 5 - Manual & Computerised Bookkeeping – 5N1354**

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| **Duration**  | **30 hours over 10 weeks** |
| **Date(s)**  | **22nd February to 26th April 2018** |
| **Time:**  | **7-10pm** |
| **Location**  | **Ballon Business & Training Service, The Old School, Ballon (Eircode R93 C9H6)** |
| **Fee**  | **€300** |
| **Trainer**  | **John Cooney** |

**Course Overview**

The aim of the Manual & Computerised Bookkeeping course is to enable individuals to produce and maintain accurate bookkeeping records for a range of organisations, using manual and computerised systems.

**Course Content:**

**The following content will be covered:**

* Key terminology associated with the recording and maintenance of bookkeeping records
* Advantages and disadvantages of a computerised system over a manual system
* Completion of books of first entry as well as invoices, credit notes, bank records, petty cash vouchers
* Recording information from the daybooks to the appropriate accounts in the ledgers
* How to extract a trial balance at the end of an accounting period
* How to prepare a bank reconciliation statement from data supplied
* How to prepare the end-of-period VAT Return in accordance with the requirements of the Revenue Commissioners
* Process all tasks using accounts package
* Analysis and printing of completed tasks
* Assessment & Exam

For booking please contact info@bbts.ie or phone 059-915-9447

This course has been supported the Town & Village Renewal Scheme 2017/18.

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**QQI LEVEL 5 DIGITAL MARKETING**

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| **Duration**  | **36 hours over 12 weeks** |
| **Date(s)**  | **Monday 26th February** |
| **Time:**  | **7-10pm** |
| **Location**  | **Ballon Business & Training Service, The Old School, Ballon, Eircode R93 C9H6** |
| **Fee**  | **€350** |
| **Trainer**  | **Kilmuckridge Centre of Further Education** |

**Course Overview**

The aim of the Digital Marketing course is to enable individuals currently working with websites to acquire up-to-date skills in on-line marketing.

**Course Content:**

**The following content will be covered:**

* Differentiate digital marketing from traditional marketing practice
* Identify digital marketing strategies and explain their integration with traditional marketing
* Outline the stages of analysis, development, implementation and control of digital marketing campaigns
* Identify e-tools to include social media marketing, blogs, rich media, email marketing, search engine optimization, on-line advertising and their application to digital marketing campaigns
* Outline strengths and weaknesses across a range of e-tools
* Develop customised digital marketing campaigns to include the use of e-tools
* Evaluate the effectiveness of campaigns using analytical e-tools
* Plan a digital marketing campaign from inception to completion
* Choose appropriate e-tools to implement a digital marketing strategy
* Monitor digital marketing campaigns and use e-tools to include web analytics, social media monitoring and social bookmarking, to measure their effectiveness
* Demonstrate a range of client management relationship skills to establish and maintain the business-to-business process

For booking please contact info@bbts.ie or phone 059-915-9447

This course has been supported the Town & Village Renewal Scheme 2017/18.

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**First Aid Responder (FAR)**

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| **Duration**  | **18 hours over 6 weeks** |
| **Date(s)**  | **Weds 21st February** |
| **Time:**  | **7-10pm** |
| **Location**  | **Ballon Business & Training Service, The Old School, Ballon (Eircode R93 C9H6)** |
| **Fee**  | **€345** |
| **Trainer**  | **Nicola Dunphy** |

**Course Overview**

The aim of the First Aid Responder course is to enable individuals to be a First Aid Responder and provide them with the understanding required to provide and coordinate first aid in the workplace in compliance with the requirements of the Safety, Health and Welfare at Work (General Application) Regulations 2007.

**Course Content:**

**The following content will be covered:**

* Deal with life threatening or potentially life threatening conditions until arrival of emergency medical services.
* Provide First Aid Response for conditions not thought to be life-threatening but are necessary to prevent further harm before the emergency medical services arrive.
* Provide pre-hospital First Aid Response in a wide range of environments including home and recreational settings.
* Display the requisite personal skills including composure, competence and self-confidence while understanding their limitations.
* Deal with life threatening or potentially life-threatening conditions in the pre-hospital environment until arrival of emergency medical services.
* Provide First Aid Response for conditions not thought to be life-threatening but are necessary to prevent further harm before the emergency medical services arrive.
* Provide pre-hospital First Aid Response in a wide range of environments including home and recreational settings.
* Display the requisite personal skills including composure, competence and self-confidence while understanding their limitations.

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This course has been supported the Town & Village Renewal Scheme 2017/18.

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**QQI Level 5 - Manual & Computerised Payroll – 5N1546**

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| **Duration**  | **30 hours over 10 weeks** |
| **Date(s)**  | **20th February to 24th April 2018** |
| **Time:**  | **7-10pm** |
| **Location**  | **Ballon Business & Training Service, The Old School, Ballon (Eircode R93 C9H6)** |
| **Fee**  | **€300** |
| **Trainer**  | **John Cooney** |

**Course Overview**

The aim of the Manual & Computerised Payroll course is to enable individuals to acquire the knowledge and skills to use both manual and computerised payroll systems, understand the essential and appropriate terminology associated with personal taxation, appreciate the importance of accuracy and security in preparing and maintaining payroll records, and understand how the cumulative, emergency and temporary tax systems operate.

**Course Content:**

**The following content will be covered:**

* **Manual Payroll**
* Define Payroll Terms
* Calculate Tax using cumulative, emergency and temporary tax systems
* Tax deduction cards, and liability, PRSI, USC, P45, P60, P40 and P35
* Calculate refunds and effects of Budget on take home pay
* **Computer Principles**
* Computer System in Accounts Environment & Operating Systems
* Computerised Payroll versus Manual Payroll
* Data Accuracy, Security, Confidentiality
* **Computer Payroll**
* Enter enterprise details, payment frequency, payment types, non-statutory deductions, process payroll & update records
* Print Payroll reports & relevant statutory document details e.g. P45, P60, P30, P35
* **Assessment**
* Practical Examination and Project

For booking please contact info@bbts.ie or phone 059-915-9447

This course has been supported the Town & Village Renewal Scheme 2017/18.

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**EHOA Primary Course in Food Safety**

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| **Duration**  | **8 hours over 2 days** |
| **Date(s)**  | **Tuesday 20th February** |
| **Time:**  | **9am - 1pm** |
| **Location**  | **Ballon Business & Training Service, The Old School, Ballon (Eircode R93 C9H6)** |
| **Fee**  | **€120** |
| **Trainer**  | **Margaret Corcoran** |

**Course Overview**

The aim of this EHOA Primary Course in Food Hygiene is to provide staff with adequate training in the basic principles of food hygiene. This course is fully recognised by your Environmental Health Officer. The EHOA Primary Course in Food Safety HACCP is to create an awareness and knowledge in food workers of the reasons for the importance of good food safety practices.

**Course Content:**

**The following content will be covered:**

* Introduction to Food Safety
* Microbial Hazards
* Food Contamination
* HACCP From Food Delivery to Storage
* HACCP from Food Preparation to Cooking and service
* Personal Hygiene for Food Workers
* Food Premises & Equipment
* Pest Control
* Cleaning & Disinfection
* Food Safety & Law enforcement

For booking please contact info@bbts.ie or phone 059-915-9447

This course has been supported the Town & Village Renewal Scheme 2017/18.

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