

# LIR BUSINESS SERVICES & TRAINING CENTRE LTD.

## 5N1354 Bookkeeping (Manual & Computerised) Brochure



| P: 044 - 934 2754 | | W: [www.lirbusinesscentre.com](http://www.lirbusinesscentre.com) |  
| E: [training@lirbusinesscentre.com](mailto:training@lirbusinesscentre.com) |

## QQI Bookkeeping (Manual & Computerised) - Programme Objectives

### Program Overview

The aim of this award is to provide you with an introduction to manual bookkeeping terms and principles, and the knowledge and skills necessary to accurately operate a computerized accounts system using an integrated accounts package.

### Learning Outcomes

1. Explain the key terminology associated with the recording and maintenance of bookkeeping records, using manual and computerised systems.
2. Outline the advantages and disadvantages of a computerized system over a manual one for record-keeping purposes.
3. Complete the books of first entry with appropriate VAT and departmental analysis based on information contained in a range of source documents, including invoices, credit notes, bank records, and petty cash vouchers.
4. Post the daybook information to the appropriate accounts in the ledgers.
5. Extract a Trial Balance at the end of an accounting period.
6. Prepare a Bank Reconciliation Statement from data supplied.
7. Prepare the end-of-period VAT Return in accordance with the requirements of the Revenue Commissioners.
8. Process all tasks as per the manual ones using an accounts package, comparing manual and computerised results.
9. Analyse tasks completed making appropriate corrections to any errors and editing of data as directed.
10. Print a selection of reports after backing up computerised data on a suitable medium.

### Assessment

- **Project** 50%
- **Examination Practical** 50%

### Programme Duration

This programme consists of 1 module, typically spanning 150 hours:

- **Directed Learning:** 50 hours (classroom attendance and 'Live' tutor online classes).
- **Self-directed Learning:** 100 hours (self-study via Lir eLearning Hub, preparation, and reflection time).

### Learning Modes

- **Blended and Online Learning:** Combining 'Live' tutor classes, optional virtual office hours, tutorials, and workshops.
- **Workshops:** One or five one-day workshops (one day per week).
- **Evening Classes:** Eight evening classes.
- **Self-directed Learning:** Supported by online resources.

## Fees and Payment Options

- **Course Fee:** Go to [5N1354 Bookkeeping \(Manual & Computerised\)](#) OR Visit [www.lirbusinesscentre.com](http://www.lirbusinesscentre.com) OR call Lir Reception at 044-9342754.
- **Payment Options:**
  1. Full payment
  2. Flexi-payments/Funding
  3. In-company training (separate quote)

**Note:** You may qualify for funding by contacting your local INTREO Office/DSP.

## Entry Requirements

- Education: Leaving Certificate Level or equivalent.
- Relevant life/Work experiences
- **Diverse Learning Styles:** Expectation of varied learning styles, strengths, and needs.
- **Responsibility:** Capacity to take responsibility for your own learning within the provided environment.
- **Competency Test:** Possible assessment of English language, literacy, and/or keyboarding/computer skills to ensure necessary competencies.

It is expected that you will have a range of learning styles, strengths and needs related to the programme and have the capacity to take responsibility for your own learning within the managed classroom and online environment provided by Lir Business Services & Training Centre Ltd.

## Delivery Mode(s)

Delivery modes include:

- Centre-based (face-to-face 'Live Tutor' instruction/in a classroom/and online class environment)
- Workplace learning
- Blended learning (hybrid model where a portion of learning is classroom-based and a portion of which is web-based learning).

## Learner Progression

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