NFQ Level 6
(60 Credits)

Certificate in Financial Accounting and Payroll

Blended Learning

The programme will give you the knowledge, skills and competencies to become effective employees in the areas of office administration, book keeping and payroll administration.

Apply online at www.springboardcourses.ie

Aim of Programme

This programme is aimed at those already working in an administrative, book keeping and payroll function, or aspiring to do so. Developed in association with industry, this specialist course promotes a critical awareness of the most recent advances in book keeping, payroll administration and legislative changes in this functional area and the critical contribution of the function to business efficiencies and effectiveness. It is designed to apply across all industries, and will give the participants an opportunity to reskill or upskill to take up roles in the area of administrative, book keeping and payroll administration. It is also suitable for unemployed persons that meet the entry requirements.

Programme Content

- Financial Accounting 1A
- Human Resources Management
- Professional Development, Career Planning and Work Based Learning
- Financial Accounting 1B
- Payroll Management
- Introduction to Management

Minimum Entry Requirements

Mature applicants (i.e over 23 years) or Leaving Certificate - Grade O6 at ordinary level in five subjects in the Leaving Certificate. Two of these subjects must be Mathematics and a language (English or Irish) or any QQI Level 5 or Recognition of Prior Learning.

Induction

Student Induction Sessions will take place in AIT on Friday 18th September 2020 6.00pm to 9.00pm, Saturday September 19 2020, 9.30am to 12.30pm and 2.00pm to 5.00pm. All registered students must attend one session, and you will be advised of your session when your application is processed.

Saturday

Semester 1 (2020): September 26, October 10, November 7 and November 21
Semester 2 (2021): January 16, January 30, February 27, March 13

Programme Fee

Free to applicants that meet Springboard+ Funding Eligibility Criteria.

Duration

1 Year: 24 weeks. Tuesday and Thursday 7.00 pm - 9.00pm (Online) plus selected Saturdays in Athlone IT 9.30am - 4.30pm.

Commencing

Online - 7.00pm Tuesday September 22 2020

Enquiries

Maria Slevin - mslevin@ait.ie

For full details of Springboard+ Funding Eligibility Criteria please see page 78 and www springboardcourses.ie