Date : 14-06-2016

Manual & Comp Payroll & Bookkeeping

Course Type

Day Courses

Course Location:

Ballyfermot

Course Duration:

15 weeks

Recruitment Method:

Recruitment will be by Interview

Course Start Date:

22/08/2016

Course Times:

Monday to Thursday 8:30am to 3:45pm and Friday 8:30am to 12:45pm

Course Certification:

QQI Level 5 Business Administration - 5M2468

Course Code:

CD1EY0Z5

What You Will Learn

The aim of this module is to equip the learner with the knowledge, skills and competence to operate and maintain accurate payroll systems and bookkeeping records, using both manual and computerised systems, for an organisation, working under general direction and supervision. On successful completion of the programme, learners may progress to further education and training.

Delivery Methods

This is a full time tutor led course where a combination of training methods is used to deliver this course. These include instructions, presentations, demonstrations, supervised practice, practical work training, discussion groups, role plays, and giving and receiving feedback. Participants are required to actively participate in the learning process and engage in course work outside of course hours. They must complete a number of written exercises throughout the course and keep up-to-date records of their progress. A number of methods are used to assess the participants' progress and for certification purposes. These include internal theory exams, practical exams, learner records and skills demonstrations.

Entry Requirements

Applicants should have achieved a minimum of a QQI Level 4 Major Award or its equivalent. Good numerical and communication skills are essential, including verbal and written command of the English language.

Job Oppurtunities

Payroll and bookkeeping are key business functions. Many large companies have dedicated bookkeeping and payroll staff. The trend in small and medium sized firms is for the general admin staff to assume responsibility for payroll and bookkeeping. Accordingly, more and more companies require administration personnel who are multi-skilled and capable of carrying out various tasks including bookkeeping and payroll. Typically, graduates from this course will seek administration positions that incorporate payroll and bookkeeping duties. Some graduates may opt to specialise in payroll and bookkeeping and progress to higher level related courses.