



Accounting  
Technicians  
Ireland

# ATI ACADEMY ONLINE

PROGRAMME FOR  
ACCOUNTING TECHNICIANS

YEAR 1 CERTIFICATE  
GREEN GROUP

TIMETABLE &  
TEACHING SCHEME  
2022/2023



Contact Hours				
	FA	TXR/TXN	BM	BLR/BLN
Induction	1	1	1	1
Online classes (should be synchronous)	39	39	39	39
Recorded Support Lectures (ATI)	18	18	9	
Spreadsheet Methods (ATI)	10			
Mock Exam feedback	2	2	2	2
	<b>70</b>	<b>60</b>	<b>50</b>	<b>42</b>

**Online Classes:**

26 sessions x 1.5 hrs per session for each of subject.

FA = Financial Accounting; TXR/TRN = Taxation (ROI or NI); BM = Business Management; BLR/BLN = Business Law (ROI or NI).

**Spreadsheet Methods Online Classes (Alternate Tuesday 6pm to 7.30pm and alternative Saturday 11.30am to 1pm) as per teaching scheme**

7 sessions x 1.5 hours per session.

Exams Dates are 10th December 2022 from 11.30am to 1pm. Repeat sitting 14th January 2023 – 10am to 11.30am.

**Formative assessments (assignments):**

2 formative assessments will be issued between November and February. Date will be issued by module lecturers individually.

**Mock Schedule:**

This academic year, the mock exams will take place on the Cirrus platform during the month of March 2023. Further information re the mock exams will be made available in due course.

Date	Academic Week	TAXATION (ROI)	BUSINESS LAW (ROI)	FINANCIAL ACCOUNTING	SPREADSHEET METHODS (BASIC)	BUSINESS MANAGEMENT
		Monday 6.15pm to 7.45pm	Monday 8pm to 9.30pm	Wednesday 6.15pm to 7.45pm	Tues/Sat	Wednesday 8pm to 9.30pm
<b>19/09/2022</b>	<b>Week 0</b>	<b>Induction</b>				
26/09/2022	Week 1	Overview of Irish taxation system and introduction to Income Tax computations	RoI Legal System - Civil law/Criminal law/Courts	Content and scope of financial accounting	Online Class 1: Tue 27/09/2022 – 6pm-7.30pm Intro to MS Excel	Business organisations and organisational designs
03/10/2022	Week 2	Assessable employment income, including benefits in kind	RoI Legal System - Sources of Law	Principles of double-entry bookkeeping	Online Class 2: Sat 08/10/2 – 11.30am to 1pm Functions and Fundamentals	Business organisations and organisational designs
10/10/2022	Week 3	Assessable employment income, including benefits in kind	Law of Contract	Cash transactions	Online Class 3: Tue 11/10/22 – 6pm to 7.30pm Sorting and Filtering Features	Stakeholders in business organisations
17/10/2022	Week 4	Payroll administration	Law of Contract	Sales, purchases, returns, discounts	Online Class 4: Sat 22/10/22 – 11.30am to 1pm Linking Spreadsheets and Printing Options	Typical functions in business organisations
24/10/2022	Week 5	PRSI & USC	Employment Law	Capital expenditure, ledger accounts, and journals		Typical functions in business organisations
<b>31/10/2022</b>	<b>Reading Week</b>					
07/11/2022	Week 6	Payroll calculations	Employment Law	Balance off ledger accounts and extract a trial balance	Online Class 5: Tue 08/11/22 – 6pm to 7pm Tables	Typical functions in business organisations
14/11/2022	Week 7	Investment income	Consumer Law	Introduction to financial statements of a sole trader	Online Class 6: Sat 19/11/22 – 11.30am to 1pm More Functions	Leadership and management
21/11/2022	Week 8	Income Tax computation layout and tax bands	Law of Tort	Inventories and irrecoverable debts		Leadership styles
28/11/2022	Week 9	Tax credits and Withholding taxes	Law of Tort	Accruals and prepayments	Online Class 7: Tue 29/11/22 – 6pm to 7pm Revision and Exam prep	Change management
05/12/2022	Week 10	Tax credits and Withholding taxes	Data Protection Law	Accruals and prepayments	<b>Year 1 MS Excel Exam – 10/12/2022 – 11.30am to 1pm</b>	Individuals and groups / Groups and teams

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12/12/2022	Week 11	Allowances and reliefs	Data Protection Law/ Business Organisations	Non-current assets, depreciation and disposals		Motivation
19/12/2022	Week 12	Charges on income and Exempted individuals	Law of Agency	Non-current assets, depreciation and disposals		Reward systems in modern business organisations
<b>26/12/2022</b>	<b>CHRISTMAS BREAK</b>					
<b>02/01/2023</b>						
09/01/2023	Week 13	Married couples/ Civil partnerships	Partnership Law, including Sole Trader	Payroll	<b>Year 1 MS Excel Repeat Exam 14/01/2023 – 10am to 11.30am</b>	Personal effectiveness in the workplace
16/01/2023	Week 14	Taxation of self-employed: basis of assessment	Introduction to Company Law	Books of prime entry		Personal effectiveness in the workplace
23/01/2023	Week 15	Taxation of self-employed: basis of assessment	Company Formation	Control accounts		Information systems and business functions
30/01/2023	Week 16	Taxation of self-employed: tax adjusted profits	Company Finance	Value Added Tax (VAT)		Accounting as an information system
<b>06/02/2023</b>	<b>Reading Week</b>					
13/02/2023	Week 17	Taxation of self-employed: capital allowances	Company Finance	Bank reconciliations		Spreadsheets, databases and accounting software packages
20/02/2023	Week 18	VAT: general principles	Company Management – Directors	Types of business entities and regulatory framework		Evolution of accounting systems to cloud computing
27/02/2023	Week 19	VAT: administration and returns	Company Directors – Corporate Offences	Preparation of financial statement of a sole trader		Security consequences of technological developments & The changing role of the accounting professional
06/03/2023	Week 20	VAT: calculations	Company Management – Company Secretary, Auditors & Accounts	Preparation of financial statement of a sole trader		Corporate Governance
13/03/2023	Week 21	VAT: calculations	Company Meetings	Preparation of financial statements of a partnership		Corporate Governance
20/03/2023	Week 22	Revision: Income tax	Company Conclusion, Receivership and Examinership	Preparation of financial statements of a limited company		Corporate Governance
27/03/2023	Week 23	Revision: Income tax	Company Conclusion, Receivership and Examinership	Preparation of financial statements of a limited company		Social responsibility
03/04/2023	Week 24	Revision: Payroll	Revision	Correction of errors		Green management and sustainability

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<b>10/04/2023</b>	<b>Reading Week</b>					
17/04/2023	Week 25	Revision: Self-employed taxation	Revision	Preparation of financial statements of a not for profit entity		Professional Ethics
24/04/2023	Week 26	Revision: Business tax	Revision	Revision		Revision
<b>01/05/2023</b>		<b>Independent Study</b>				
<b>08/05/2023</b>						
<b>15/05/2023</b>						
22/05/2023	<b>Exams</b>	<b>Online Exams</b>				
29/05/2023						