



Accounting
Technicians
Ireland

ATI ACADEMY ONLINE

PROGRAMME FOR
ACCOUNTING TECHNICIANS

YEAR 1 CERTIFICATE GREEN GROUP

TIMETABLE &
TEACHING SCHEME
2023/2024



The aim of this teaching scheme is to align your learning with the syllabus and guided learning hours outlined in the table below. It should be used as a guide; therefore, it is reasonable to expect you may progress slightly faster or slower during the academic year based on your class's pace.

CONTACT/GUIDED LEARNING HOURS				
	FA	TXR	BM	BLR
Induction	1	1	1	1
Online Classes (classes should be synchronous)	39	39	39	39
Recorded Support Lectures (ATI)	18	18	9	5
MS Excel Skills (Basic) (ATI/IACT)	10			
Mock Exam feedback (College)	1	1	1	1
	69	59	50	41

Online Classes

26 x 1.5-hour sessions for each of the following modules:

FA = Financial Accounting; **TXR** = Taxation (ROI); **BM** = Business Management; **BLR** = Business Law (ROI).

These classes must be live and are delivered online on Monday and Wednesday evenings as per the teaching scheme.

Recorded Support Lectures (ATI)

The recorded support lectures are delivered by ATI to bridge the gap between the 39 hours of online/in person classes and the total guided learning hours for each module. These lectures are pre-recorded and should be viewed alongside the appropriate class to build on previous learning. These support lectures will be available via your ATI Moodle account alongside the full schedule of availability.

MS Excel Skills (Basic) (ATI/IACT)

7 x 1.5-hour sessions. Alternate Tuesdays 6.00pm – 7.30pm and alternate Saturdays 11.30am – 1.00pm as per the teaching scheme.

Students registered for the Financial Accounting module will be granted access to the MS Excel Skills (Basic) programme which is delivered online by ATI in partnership with the Irish Academy of Computer Training (IACT). Delivery includes free online classes/resources and an optional assessment for the MS Excel Skills (Basic) Certification. While we encourage students to avail themselves of the optional assessment and certificate, it is not a requirement for the terminal examinations.

Mock Examinations

Mock exams are facilitated by ATI on the Cirrus exam platform between 1st March and 14th April 2024. For further information re the mock exam process please refer queries to the Academy Programme Manager.

Formative Assessments

Formative assessments will be facilitated by your module lecturer and it is recommended that they take place between Reading Week 1 and early January 2024.

Examinations

Year 1 examinations will commence 21st May 2024 and will take place online via the Cirrus exam platform. Full details regarding exam delivery and requirements are provided within the 'Exam Centre' section in your ATI Moodle account.

Week Commencing	Academic Week	TAXATION (ROI)	BUSINESS LAW (ROI)	FINANCIAL ACCOUNTING	MS EXCEL SKILLS (BASIC) (linked to FA module)	BUSINESS MANAGEMENT	
		Monday 6.15pm to 7.45pm	Monday 8.00pm to 9.30pm	Wednesday 6.15pm to 7.45pm	Alternate Tuesdays & Saturdays	Wednesday 8.00pm to 9.30pm	
25/09/2023	0	INDUCTION					
02/10/2023	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		Business organisations and organisational designs	
09/10/2023	Week 2	Assessable employment income, including benefits in kind	ROI Legal System – Sources of Law	Principles of double-entry bookkeeping	Online Class 1: Tue 10/10/2023 6.00pm – 7.30pm Intro to MS Excel	Business organisations and organisational designs	
16/10/2023	Week 3	Assessable employment income, including benefits in kind	Law of Contract	Cash transactions	Online Class 2: Sat 21/10/23 11.30am – 1.00pm Functions Fundamentals	Stakeholders in business organisations	
23/10/2023	Week 4	Payroll administration	Law of Contract	Sales, purchases, returns, discounts	Online Classes 3: Tue 24/10/23 6.00pm – 7.30pm Sorting and Filtering Features	Typical functions in business organisations	
30/10/2023	Reading Week 1						
06/11/2023	Week 5	PRSI & USC	Employment Law	Capital expenditure, ledger accounts, and journals	Online Class 4: Sat 11/11/23 11.30am – 1.00pm Linking Spreadsheets and Printing Options	Typical functions in business organisations	
13/11/2023	Week 6	Payroll calculations	Employment Law	Balance off ledger accounts and extract a trial balance	Online Class 5: Tue 14/11/23 6.00pm – 7.30pm Tables	Typical functions in business organisations	
20/11/2023	Week 7	Investment income	Consumer Law	Introduction to financial statements of a sole trader	Online Class 6: Sat 25/11/23 11.30am – 1.00pm More Functions	Leadership and management	
27/11/2023	Week 8	Income Tax computation layout and tax bands	Law of Tort	Inventories and irrecoverable debts	Online Class 7: Tue 28/11/23 6.00pm – 7.30pm Revision and Exam Preparation	Leadership styles	

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04/12/2023	Week 9	Tax credits and Withholding taxes	Data Protection Law	Accruals and prepayments	Year 1 – MS Excel Skills (Basic) Exam Sat 09/12/2023 11.30am – 1.00pm (90min exam)	Change management
11/12/2023	Week 10	Allowances and reliefs	Data Protection Law/ Business Organisations	Accruals and prepayments		Individuals and groups/ Groups and teams
18/12/2023	Week 11	Charges on income and Exempted individuals	Law of Agency	Non-current assets, depreciation and disposals		Motivation
25/12/2023	Christmas Break					
01/01/2024						
08/01/2024	Week 12	Married couples/ Civil partnerships	Partnership Law	Non-current assets, depreciation and disposals		Reward systems in modern business organisations
15/01/2024	Week 13	Taxation of self-employed: Case I/II Introduction	Introduction to Company Law	Introduction to financial statements	Year 1 – Repeat MS Excel Skills (Basic) Exam Sat 20/01/2024 10.00am – 11.30am (90min exam)	Personal effectiveness in the workplace
22/01/2024	Week 14	Taxation of self-employed: basis of assessment	Company Formation	Payroll and Day Books		Personal effectiveness in the workplace
29/01/2024	Week 15	Taxation of self-employed: basis of assessment	Company Finance	Control accounts		Information systems and business functions
05/02/2024	Week 16	Taxation of self-employed: tax adjusted profits	Company Finance	Value Added Tax (VAT)		Accounting as an information system
12/02/2024	Reading Week 2					
19/02/2024	Week 17	Taxation of self-employed: capital allowances	Company Management – Directors	Bank reconciliations		Spreadsheets, databases and accounting software packages
26/02/2024	Week 18	VAT: general principles	Company Management – Directors Duties	Types of business entities and the regulatory framework		Evolution of accounting systems to cloud computing
04/03/2024	Week 19	VAT: calculations	Company Directors – Corporate Offences	Preparation of financial statement of a sole trader		Security consequences of technological developments & The changing role of the accounting professional
11/03/2024	Week 20	VAT: calculations	Company Management – Company Secretary, Auditors & Accounts	Preparation of financial statement of a sole trader		Corporate Governance
18/03/2024	Week 21	VAT: administration and returns	Company Meetings	Preparation of financial statements of a partnership		Corporate Governance

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25/03/2024	Week 22	Revision: Payroll	Company Conclusion & Examinerships	Preparation of financial statements of a limited company		Corporate Governance
01/04/2024	Reading Week 3					
08/04/2024	Week 23	Revision: Income tax	Company Conclusion & Examinerships	Preparation of financial statements of a limited company		Social responsibility
15/04/2024	Week 24	Revision: Income tax	Revision	Correction of errors		Green management and sustainability
22/04/2024	Week 25	Revision: Self-employed taxation	Revision	Preparation of financial statements of a not for profit entity		Revision
29/04/2024	Week 26	Revision: Business tax	Revision	Revision		Revision
06/05/2024	Study Week 1	Independent Study Week				
13/05/2024	Study Week 2					
20/05/2024	Exam Week 1	Online Exams				
27/05/2024	Exam Week 2					
05/08/2024	Repeat Exam Week 1	Repeat Online Exams				
12/08/2024	Repeat Exam Week 2					