



Accounting
Technicians
Ireland

ATI ACADEMY ONLINE

PROGRAMME FOR
ACCOUNTING TECHNICIANS

YEAR 1 CERTIFICATE
PURPLE 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/TXN	BM	BLR/BLN
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/TXN** = Taxation (ROI)/(NI); **BM** = Business Management; **BLR/BLN** = Business Law (ROI)/(NI).

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	FINANCIAL ACCOUNTING	MS EXCEL SKILLS (BASIC) (linked to FA module)	BUSINESS LAW (ROI)	BUSINESS LAW (NI)	TAXATION (ROI)	TAXATION (NI)	BUSINESS MANAGEMENT	
		Monday 6.15pm to 7.45pm	Alternate Tuesdays & Saturdays	Monday 8.00pm to 9.30pm	Monday 8.00pm to 9.30pm	Wednesday 6.15pm to 7.45pm	Wednesday 6.15pm to 7.45pm	Wednesday 8.00pm to 9.30pm	
25/09/2023	0	INDUCTION							
02/10/2023	Week 1	Content and scope of financial accounting		RoI Legal System – Civil law/ Criminal law/Courts	The Northern Ireland Legal System – Sources of Law	Overview of Irish taxation system and introduction to Income Tax computations	The Northern Ireland taxation system	Business organisations and organisational designs	
09/10/2023	Week 2	Principles of double-entry bookkeeping	Online Class 1: Tue 10/10/2023 6.00pm – 7.30pm Intro to MS Excel	RoI Legal System – Sources of Law	Northern Ireland Legal System Civil law/ Criminal law/Courts	Assessable employment income, including benefits in kind	Overview of earned, savings and dividend incomes	Business organisations and organisational designs	
16/10/2023	Week 3	Cash transactions	Online Class 2: Sat 21/10/23 11.30am – 1.00pm Functions Fundamentals	Law of Contract	Law of Contract	Assessable employment income, including benefits in kind	Introduction to preparing income tax computations incl personal allowances & reliefs (Chpt 2)	Stakeholders in business organisations	
23/10/2023	Week 4	Sales, purchases, returns, discounts	Online Classes 3: Tue 24/10/23 6.00pm – 7.30pm Sorting and Filtering Features	Law of Contract	Law of Contract	Payroll administration	Preparation of personal income tax computations incl reliefs, tax bands and rates	Typical functions in business organisations	
30/10/2023	Reading Week 1								
06/11/2023	Week 5	Capital expenditure, ledger accounts, and journals	Online Class 4: Sat 11/11/23 11.30am – 1.00pm Linking Spreadsheets and Printing Options	Employment Law	Consumer Law	PRSI & USC	Preparation of complete personal tax computations	Typical functions in business organisations	
13/11/2023	Week 6	Balance off ledger accounts and extract a trial balance	Online Class 5: Tue 14/11/23 6.00pm – 7.30pm Tables	Employment Law	Employment Law	Payroll calculations	Assessable employment income (including introduction to benefits in kind)	Typical functions in business organisations	
20/11/2023	Week 7	Introduction to financial statements of a sole trader	Online Class 6: Sat 25/11/23 11.30am – 1.00pm More Functions	Consumer Law	Consumer Law	Investment income	Calculation of benefits in kind	Leadership and management	

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		Monday 6.15pm to 7.45pm	Alternate Tuesdays & Saturdays	Monday 8.00pm to 9.30pm	Monday 8.00pm to 9.30pm	Wednesday 6.15pm to 7.45pm	Wednesday 6.15pm to 7.45pm	Wednesday 8.00pm to 9.30pm
27/11/2023	Week 8	Inventories and irrecoverable debts	Online Class 7: Tue 28/11/23 6.00pm – 7.30pm Revision and Exam Preparation	Law of Tort	Law of Tort	Income Tax computation layout and tax bands	Calculation of benefits in kind	Leadership styles
04/12/2023	Week 9	Accruals and prepayments	Year 1 – MS Excel Skills (Basic) Exam Sat 09/12/2023 11.30am – 1.00pm (90min exam)	Data Protection Law	Law of Tort	Tax credits and Withholding taxes	Calculation of assessable rental income incl. deductible and nondeductible expenses	Change management
11/12/2023	Week 10	Accruals and prepayments		Data Protection Law/ Business Organisations	Data Protection Law	Allowances and reliefs	Calculation of assessable rental income incl. property allowance, pre-letting expenses and rent a room relief	Individuals and groups / Groups and teams
18/12/2023	Week 11	Non-current assets, depreciation and disposals		Law of Agency	Data Protection Law	Charges on income and Exempted individuals	Calculation of assessable income from self-employment incl adjustments to accounting profit for the purpose of calculating tax adjusted profit	Motivation
25/12/2023	Christmas Break							
01/01/2024								
08/01/2024	Week 12	Non-current assets, depreciation and disposals		Partnership Law	Law of Agency	Married couples/ Civil partnerships	Calculation of assessable income from self-employment incl introduction to capital allowances	Reward systems in modern business organisations
15/01/2024	Week 13	Introduction to financial statements	Year 1 – Repeat MS Excel Skills (Basic) Exam Sat 20/01/2024 10.00am – 11.30am (90min exam)	Introduction to Company Law	Partnership Law	Taxation of self-employed: Case I/II Introduction	Calculation of assessable income from self-employment incl Class 2 & Class 4 NIC	Personal effectiveness in the workplace
22/01/2024	Week 14	Payroll and Day Books		Company Formation	Business Organisations	Taxation of self-employed: basis of assessment	Calculation for assessable self-employment income for a trade/ profession for the first three years after commencement	Personal effectiveness in the workplace

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		Monday 6.15pm to 7.45pm	Alternate Tuesdays & Saturdays	Monday 8.00pm to 9.30pm	Monday 8.00pm to 9.30pm	Wednesday 6.15pm to 7.45pm	Wednesday 6.15pm to 7.45pm	Wednesday 8.00pm to 9.30pm
29/01/2024	Week 15	Control accounts		Company Finance	Company Formation	Taxation of self-employed: basis of assessment	Overlap profits & calculation of assessable self-employment income for a trade/profession for the final year prior to cessation	Information systems and business functions
05/02/2024	Week 16	Value Added Tax (VAT)		Company Finance	Company Finance	Taxation of self-employed: tax adjusted profits	Application of the NI PAYE system incl tax codes, W1/ M1 basis & under/ overpayments of tax	Accounting as an information system
12/02/2024	Reading Week 2							
19/02/2024	Week 17	Bank reconciliations		Company Management – Directors	Company Finance	Taxation of self-employed: capital allowances	Application of the NI PAYE system incl calculating take home pay for an employee after NIC	Spreadsheets, databases and accounting software packages
26/02/2024	Week 18	Types of business entities and the regulatory framework		Company Management – Directors Duties	Company Management – Directors	VAT: general principles	Responsibilities of employers & individuals regarding the PAYE system	Evolution of accounting systems to cloud computing
04/03/2024	Week 19	Preparation of financial statement of a sole trader		Company Directors – Corporate Offences	Company Management – Company Law Offences	VAT: calculations	VAT – Principles of VAT, rates, discounts, registration, tax point, VAT invoices, tax records	Security consequences of technological developments & The changing role of the accounting professional
11/03/2024	Week 20	Preparation of financial statement of a sole trader		Company Management – Company Secretary, Auditors & Accounts	Company Management – Company Secretary & Auditors	VAT: calculations	VAT- non deductible VAT, motor expenses, gifts, vouchers, prepare a VAT liability computation.	Corporate Governance
18/03/2024	Week 21	Preparation of financial statements of a partnership		Company Meetings	Company Meetings	VAT: administration and returns	VAT calculations include output VAT, input VAT & non deductible VAT	Corporate Governance

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25/03/2024	Week 22	Preparation of financial statements of a limited company		Company Conclusion & Examinerships	Company Conclusion & Administration	Revision: Payroll	VAT – administration & schemes. CIS – obligations of a principal contractor & administration requirements	Corporate Governance
01/04/2024	Reading Week 3							
08/04/2024	Week 23	Preparation of financial statements of a limited company		Company Conclusion & Examinerships	Company Conclusion & Administration	Revision: Income tax	Revision	Social responsibility
15/04/2024	Week 24	Correction of errors		Revision	Revision	Revision: Income tax	Revision	Green management and sustainability
22/04/2024	Week 25	Preparation of financial statements of a not for profit entity		Revision	Revision	Revision: Self-employed taxation	Revision	Revision
29/04/2024	Week 26	Revision		Revision	Revision	Revision: Business tax	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							