



Accounting
Technicians
Ireland

ATI ONLINE

PROGRAMME FOR
ACCOUNTING TECHNICIANS

TEACHING SCHEME
YEAR 1 2022/23

JANUARY INTAKE



Accounting Technicians Ireland Teaching Scheme YEAR 1:**Academic Year 2022/23 – January Intake**

Contact Hours				
	FA	TXR	BM	BLR
Induction	1	1	1	1
Online or In person classes	39	39	39	39
Recorded Support Lectures	18	18	9	
Spreadsheet methods	10			
Mock exam feedback	1	1	1	1
	69	59	50	41

Online Live Classes (via Zoom)

26 sessions x 1.5 hrs per session for each of subject
FA and BM (Tuesday), TX and BL (Thursday)

Recorded Support Lectures

6 sessions x 3 hrs per session for each of FA and TXR
3 sessions x 3 hrs per session for BM

Release of content confirmed in separate Release Schedule document in Moodle

Spreadsheet Methods Online Classes (Alternate Mondays 6.00pm – 7.30pm and alternative Saturdays 11.30am – 1pm) as per teaching scheme

7 sessions x 1.5 hours per session.

Exams Dates are 25th March 2023 from 10am to 11.30am. Repeat sitting 24th April 2023 from 10am to 11.30am.

Formative Assessment

2 Formative assessments will take place between March and June 2023.

Mock Schedule:

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

Accounting Technicians Ireland – Year 1 Certificate Teaching Scheme – January 2023

		FINANCIAL ACCOUNTING	SPREADSHEET METHODS (BASIC)	BUSINESS MANAGEMENT	TAXATION (ROI)	BUSINESS LAW (ROI)
Week Commencing	Academic Week	Tuesday 6.15pm – 7.45pm	Mon/Sat	Tuesday 8.00pm – 9.30pm	Thursday 6.15pm – 7.45pm	Thursday 8.00pm – 9.30pm
16/01/2023	Week 1	Content and scope of financial accounting		Business organisations and organisational designs	Overview of Irish taxation system and introduction to Income Tax computations	RoI Legal System – Civil law/Criminal law/Courts
23/01/2023	Week 2	Principles of double-entry bookkeeping	Online Class 1: Sat 28/01/2023 – 11.30am to 1pm Intro to MS Excel	Business organisations and organisational designs	Assessable employment income, including benefits in kind	RoI Legal System – Sources of Law
30/01/2023	Week 3	Cash transactions	Online Class 2: Mon 30/01/2023 – 6pm to 7.30pm Functions and Fundamentals	Stakeholders in business organisations	Assessable employment income, including benefits in kind	Law of Contract
06/02/2023	Week 4	Sales, purchases, returns, discounts		Typical functions in business organisations	Payroll administration	Law of Contract
13/02/2023	Week 5	Capital expenditure, ledger accounts, and journals	Online Class 3: Mon 13/02/2023 – 6pm to 7.30pm Sorting and Filtering Features	Typical functions in business organisations	PRSI & USC	Employment Law
20/02/2023	Week 6	Balance off ledger accounts and extract a trial balance	Online Class 4: Sat 25/02/2023 – 11.30am to 1pm Linking Spreadsheets and Printing Options	Typical functions in business organisations	Payroll calculations	Employment Law
27/02/2023	Week 7	Introduction to financial statements of a sole trader	Online Class 5: Mon 27/02/2023 – 6pm to 7.30pm Tables	Leadership and management	Investment income	Consumer Law
06/03/2023	Week 8	Inventories and irrecoverable debts	Online Class 6: Sat 11/03/2023 – 11.30am to 1pm More Functions	Leadership styles	Income Tax computation layout and tax bands	Law of Tort
13/03/2023	Week 9	Accruals and prepayments	Online Class 7: Mon 13/03/2022 – 6pm to 7.30pm Revision and Exam prep	Change management	Tax credits and Withholding taxes	Law of Tort
20/03/2023	Reading Week 1			Reading Week 1		
27/03/2023	Week 10	Accruals and prepayments	Year 1 – Spreadsheet Methods Exam Sat 25/03/2023 – 10.00am – 11.00am	Individuals and groups/ Groups and teams	Tax credits and Withholding taxes	Data Protection Law

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03/04/2023	Week 11	Non-current assets, depreciation and disposals		Motivation	Allowances and reliefs	Data Protection Law/ Business Organisations
10/04/2023	Week 12	Non-current assets, depreciation and disposals		Reward systems in modern business organisations	Charges on income and Exempted individuals	Law of Agency
17/04/2023	Week 13	Payroll		Personal effectiveness in the workplace	Married couples/ Civil partnerships	Partnership Law, including Sole Trader
24/04/2023	Week 14	Books of prime entry	Year 1 – Spreadsheet Methods Repeat Exam Sat 29/04/2023 – 10.00am - 11.00am	Personal effectiveness in the workplace	Taxation of self-employed: basis of assessment	Introduction to Company Law
01/05/2023	Week 15	Control accounts		Information systems and business functions	Taxation of self-employed: basis of assessment	Company Formation
08/05/2023	Week 16	Value Added Tax (VAT)		Accounting as an information system	Taxation of self-employed: tax adjusted profits	Company Finance
15/05/2023	Week 17	Bank reconciliations		Spreadsheets, databases and accounting software packages	Taxation of self-employed: capital allowances	Company Finance
22/05/2023	Week 18	Types of business entities and regulatory framework		Evolution of accounting systems to cloud computing	VAT: general principles	Company Management – Directors
29/05/2023	Week 19	Preparation of financial statement of a sole trader		Security consequences of technological developments & The changing role of the accounting professional	VAT: administration and returns	Company Directors – Corporate Offences
05/06/2023	Reading Week 2			Reading Week 2		
12/06/2023	Week 20	Preparation of financial statement of a sole trader		Corporate Governance	VAT: calculations	Company Management – Company Secretary, Auditors & Accounts
19/06/2023	Week 21	Preparation of financial statements of a partnership		Corporate Governance	VAT: calculations	Company Meetings
26/06/2023	Week 22	Preparation of financial statements of a limited company		Corporate Governance	Revision: Income tax	Company Conclusion, Receivership and Examinership
03/07/2023	Week 23	Preparation of financial statements of a limited company		Social responsibility	Revision: Income tax	Company Conclusion, Receivership and Examinership

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Week Commencing	Academic Week	Tuesday 6.15pm – 7.45pm	Mon/Sat	Tuesday 8.00pm – 9.30pm	Thursday 6.15pm – 7.45pm	Thursday 8.00pm – 9.30pm
10/07/2023	Week 24	Correction of errors		Green management and sustainability	Revision: Payroll	Revision
17/07/2023	Week 25	Preparation of financial statements of a not for profit entity		Revision	Revision: Self-employed taxation	Revision
24/07/2023	Week 26	Revision		Revision	Revision: Business tax	Revision
31/07/2023	Study Week	Independent Study Week				
07/08/2023	Exam Week 1	Online Exams				
14/08/2023	Exam Week 2					
16/10/2023	Repeat Exam Week 1	Repeat Online Exams				
23/10/2023	Repeat Exam Week 2					