



## Institute of Business and Technology

### Bookkeeping & Payroll (Advanced)

#### Study details

**Course type:** Professional Diploma

**Degree:** Diploma in Bookkeeping & Payroll

**Study mode:** Full time

**Duration:** 14 Week Month

#### Cost of study

**Cost :** 1 130 EUR

**Reg. fee :** N/A EUR

**Scholarship :**

**Insurance :** N/A EUR

#### Intake/s

Jun

#### Requirements

### Entry Requirements

This course is suitable if you already have a current working knowledge of Computerised Accounting and Payroll Systems, or if you have previously completed the Diploma in Bookkeeping and Payroll course at IBAT College Dublin, or an introductory bookkeeping and payroll course with another provider.

**Please note:** The version of Sage 50 and Sage Payroll software used on this course requires a computer that supports a Windows 10 or 11 operating system.

#### Accommodation

##### Speciality

One evening per week (Online)

- Tuesdays

#### Additional information

### Course Overview

The Advanced Diploma in Bookkeeping and Payroll will build on your current knowledge, providing you with a more advanced level of computerised bookkeeping and payroll. You will be able to work with account adjustments and journals and prepare management accounts. The course will also give you a good foundation to progress to advanced professional accountancy courses such as the ACCA.

Bookkeeping and payroll courses are especially useful for those who have already completed a professional accountancy programme and would like to gain a more advanced working knowledge of Sage.

Within the advanced payroll section, you will learn how to calculate holiday pay and redundancy payments and complete month-end and year-end procedures to Revenue. The course will significantly develop your working knowledge of payroll, allowing you to complete more advanced tasks and work unassisted in a payroll environment.

### **What is a Professional Diploma?**

An IBAT Professional Diploma is a focused, short duration practical course that consolidates, upskills and/or reskills learners in a professional area. They are stand-alone qualifications that do not lead to an award on the National Framework of Qualifications (NFQ).