



## Institute of Business and Technology

### Bookkeeping & Payroll

#### 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

Apr

#### Requirements

### Entry Requirements

This diploma is suitable for you if you are interested in learning about, and using, computerised accounting and payroll systems. Numeracy and literacy skills are important to support your successful completion.

**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.

### Proof of Finance Requirement:

You'll need to show you can cover €10,000 per year to cover living costs in Ireland, in addition to your course fees.

There are two easy ways to do this:

#### Bank statements

- 6-month account history
- Proof of savings or sponsorship

#### Education bond

- €10,000 payment option

- Approved by Department of Justice

## Visa Information and Medical Insurance

- Depending on your nationality, you may be required to apply for a visa to study in Ireland.
- It is the enrolling student's responsibility to inform us when they have submitted their visa application. A visa reference number and date of submission is required.
- If your visa application is refused, a refund (minus a €250 administration fee and €130 medical insurance, if MI has been purchased through the college) will be returned to you. Please note that we reserve the right not to refund fees where false, fraudulent, or fake documents have been submitted as part of a visa application.
- If your visa application is successful, you must send confirmation to us directly with a copy of the stamp on your passport.
- Please allow sufficient time to process the visa application, as it can take anywhere from 4 to 16 weeks. you will also need to notify us when you hope to travel before the start of the course so that we can provide you with additional details, such as accommodation, timetables, registration, induction schedules, and possible part-time job opportunities available (if required).

## Accommodation

## Campus Facilities

**Whether you need a desk, a quiet library room, or an IT lab, we have the spaces and equipment you need for deep focus and productivity.**

### IT Labs

We have four dedicated IT labs across our two campuses equipped with various specialist programmes designed for courses including Data Analytics and Graphic Design.

During induction, each student is provided with a login account for accessing the IBAT College Dublin Learning Portal. Once they log in, students can access numerous support services which have been customised specifically for them and their area of study including:

- Module selection and notes for all classes
- A forum section containing many threads, which range from discussions on areas of study, organising study groups, best reading lists and study material, selling second-hand books, and organising social and sporting events within the college.
- A student feedback service for each module that enables immediate feedback to the academic team

Using Google apps, the following communication and collaboration services are provided to all registered students:

- Gmail – Provides all students with 25 gigabytes of storage per account
- Google Talk – Lecturers and students can call or send instant messages to each other for free
- Google Calendar – Students can organise their schedules and share events, meetings and entire calendars
- Google Docs – Provides students with 25 gigabytes of storage for storing and sharing files 24/7 from any computer inside or outside the college

## Speciality

One evening per week

- Mondays

## Additional information

## Course Overview

In order to keep finances and budgets under control, bookkeepers work closely with core business operations to ensure the most safe and economical decisions are made.

This online bookkeeping course will provide you with the ability to use Sage, a computer accounting programme, to track and record financial transactions and records for a company.

Part of the bookkeeping process also includes calculating, recording, and balancing financial reports, as well as:

- Manage Customers and Suppliers
- Entering invoices, credit notes and receipts, and payments on Customer & Supplier Accounts
- Entering Bank Payments and Bank Receipts
- Allocating credit notes and receipts
- Bank Reconciliations
- Producing reports, Trial Balance, Profit and Loss and Balance Sheet
- Backing up data and GDPR

Succeeding as a payroll administrator involves more than just delivering pay and deducting taxes, you may have to deal with multiple tasks and duties at any given time. An organised, logical approach to your work is essential, and this bookkeeping course will prepare you to undertake the standard day-to-day duties of a payroll administrator including:

- Payroll Modernisation and Real-Time Reporting
- Tracking and recording employee work hours and annual leave
- Calculating pay, taxes, and social insurance
- Incorporating variables, like overtime, sick pay, holidays and expenses
- Processing and paying salaries and wages – by cash, cheque or EFT
- Issuing payslips to employees
- Addressing problems and answering queries
- Legislative (revenue) requirements

Payroll courses like these can provide you with the knowledge, skills, and competencies required to be able to fill the payroll task in a SME and/or support the payroll function in a larger organisation.

## Assessment

To be awarded the Diploma in Bookkeeping and Payroll, you will be required to complete an exam for each of the two modules.

## What is a Professional Diploma?

An IBAT Professional Diploma is a focused, short-duration practical course that consolidates, upskill, and/or reskill learners in a professional area. It is a stand-alone qualification that does not lead to an award on the National Framework of Qualifications (NFQ).