

INFORMATION SHEET

Course Title: Payroll Manual & Computerised QQI Level 5 (5N1546)

Course Duration: 1 year September 2016 to May 2017
Wednesday 6.30 – 8.30
(Term 2 Wednesday 6.30 – 8.30 in Connolly House)
2 terms - 20 weeks in total

Course Fee: €295 per year (This includes exam fees)

Proposed Start Date: Tuesday 20th September 2016

Course Content: Level 5 Component Award – 1 module (5N1546)

This Programme module aims to equip the learner with the knowledge; skills and competence necessary to enable them operate and maintain accurate payroll records using manual and computerized systems for an organisation, working under general direction and supervision.

- Students will learn key terminology associated with personal taxation.
- They will learn how to process the various elements of the Payroll process.
- They will become familiar with the changes in personal tax due to various factors e.g. mid-year commencement and leaving of employment, changes in credits, refunds etc.
- They will learn how to prepare all necessary mid-year and year-end tax forms for employees and also how to prepare all necessary end of period and year end returns and tax forms for the Revenue Commissioners.
- They will become familiar with assessing the effect of using alternative assessment methods to calculate the annual tax liability of married couples.
- They will examine the impact of changes in legislation on personal tax and take-home pay by comparing two tax years.
- Finally, they will learn to print a selection of reports after backing up computerized data on a suitable medium.

Certification: QQI Level 5 Payroll (Manual and Computerised 5N1546 component award).

Participant Criteria:

- Some computer / office experience and / or Junior Certificate Business Studies required.