

Business and Administration Courses

Accounting Technician Year 1

Crumlin College is an approved partner of Accounting Technicians Ireland and is approved to provide tuition for their Accounting Technician qualification. For all information on course content, examinations and registration please visit their website www.AccountingTechniciansIreland.ie Please note that course tuition fees only are payable to Crumlin College and that other fees for registration, course materials and examinations are payable to Accounting Technicians Ireland. Course materials and notification of examinations are sent directly to the student. There are four subjects in First year. It is possible to study single subjects. **The course duration is 25 weeks. Course starts 17th September 2018. The fee per subject is €235.**

Business Management (BM1) Monday 6.30 -8.05 pm

Law and Ethics (LW1) Monday 8.05 – 9.45 pm

Accounting (ACC1) Wednesday 6.30-8.05 pm

Taxation (TX1) Wednesday 8.05 – 9.45 pm

Accounting Technician Year 2

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Integrated accounting Systems (IAS2) Monday 6.15- 8.15pm

Management Accounting (MA2) Monday 8.15 to 9.45 pm

Advanced Accounting (ACC2) Thursday 6.30 to 8.05 pm

Advanced Taxation (TX2) Thursday 8.05 to 9.45 pm

QQI Payroll Level 5N1546 (PAY) 20 weeks €380 Tuesday 6.30 to 8.30pm

Learn how to use both manual and computerised payroll systems. Develop the skill, knowledge and understanding of how to operate the cumulative, emergency and temporary tax system. Through assignments and examinations students will gain confidence and learn the practical skills necessary to work in payroll.



QQI Level 5 Entrepreneurial Skills 5N1951 (ENT) 20 weeks €380

Wednesday 7.00-9.00pm

Understand the principles and concepts of business and social entrepreneurship and identify the opportunities for innovation. Plan for resources, risk management and learn to implement and monitor innovative strategies and solutions. Get creative in business and start thinking outside the box!

QQI Level 5 Manual and Computerised Accounts (MCA) 20 weeks €380

Thursday 6.30 -8.30pm

Learn to maintain accounts and financial records manually and using integrated accounting software. Gain the knowledge and skills to support and maintain records in small/ medium organisations (SMEs). Ideal foundation course for Accounting Technician qualification. Accreditation QQI Level 5 Minor Award in Accounting- Manual and Computerised 5N1348.

Digital Marketing 5 N1364 (DIGM) 20 weeks Thursday 7.00-9.00pm Fee €380

Develop strategies for a digital marketing campaign with social media, online advertising and E-tools.

Course content:

- Outlining characteristics of traditional marketing – v – Digital Marketing
- Outlining/Analysis/Development/Implementation of a Digital Marketing Campaign
- Identification of various types of e-tools:
 - Search Engine Optimisation
 - Email Marketing
 - Social Media
 - Blogs
 - Online Advertising
- Strengths & Weaknesses of E-tools
- Developing customised digital marketing campaign
- Web Analytics



QQI Level 6 Project Management 6N4090 (PRJ) 20 weeks

Thursday 6.30-9.00pm Fee €600

Learn how to plan, cost and manage a project. Communicate effectively to your team using a variety of information channels. Monitor and evaluate projects according to set aims and objectives. Devise a risk analysis and prepare a contingency plan. Utilise financial planning and budget models while managing a project.

Law for Everyone- Know your Rights (LAW) 6 weeks Thursday 6.00-7.30 pm Fee €80

This introductory course will give an overview of the law for ordinary citizens. Learn the basics of Criminal Law, your rights in Consumer Law, Employment Law, Family Law, right to Compensation for Personal Injuries and Making a Will.



QQI Level 5 Business Law 5N2091 (QBL) 20 weeks Thursday 7.30 -9.30 pm Fee €380

Learn the workings of the Irish Legal System and how Irish Law and EU Law impact on the Irish business environment and work practices. Develop knowledge and understanding of Contract law, Consumer Law, Company Law and Employment Law. Become familiar with the legal language, procedures and documents relevant to Business Law.