

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 18th September 2017. The fee per subject is €230.**

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

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 Second year. It is possible to study single subjects. **The course duration is 25 weeks. Course starts 18th September 2017. The fee per subject is €230.**

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



QOI Level 5 Payroll: Manual & Computerised (PAY)20 weeks Tuesday 7.00-9.00pm €350

This programme is suitable for individuals who wish to acquire the knowledge and skills necessary to maintain payroll records manually and on computer in a small to medium sized organisation.

Course content: Manual Payroll: gross pay; net annual tax; cumulative emergency and temporary tax systems; P45, P60, refunds, budgets etc. This programme is based on Sage software usage.

QQI Level 5 Manual and Computerised Accounts (MCA) 20 weeks €350 Wednesday 7.00-9.00pm

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.



QQI Level 5 Digital Marketing (DIGM) 200 weeks Thursday 7.00-9.00pm Fee €380

This programme is suitable for individuals who wish to gain a qualification in Digital Marketing as well as build an effective online presence. Students should have a reasonable knowledge of computers. 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
- Customised digital marketing campaigns and evaluation
- Using Facebook, Twitter and LinkedIn accounts effectively for business

* See also our Digital Marketing and Social Media workshops in our Information Technology section.

Law for Everyone- Know your Rights (LAW) 6 weeks Thursday 7.00- 9.00 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.