



FETAC Manual & Computerised Payroll Level 5

Career Opportunities & Academic Progression

This FETAC Manual & Computerised Payroll course has been designed to provide the learner with the knowledge and skills necessary to maintain payroll records manually and on the computer in small to medium sized organisations. The course provides the knowledge, understanding and confidence required to work competently in a payroll support role. The qualification will greatly enhance your career prospects and provides a clearly defined career path. Students can take other complimentary courses such as Manual & Computerised Accounts. Progression routes include ACCA Certified Accounting Technician course.

Pre-requisites

A basic knowledge of computers



Principal Areas of Study

The aim of the Manual & Computerised Payroll Course is:

- To acquire the knowledge and skills to use both manual and computerised payroll systems
 - To understand the essential and appropriate terminology associated with personal taxation
 - To appreciate the importance of accuracy and security in preparing and maintaining payroll records
 - To acquire the knowledge and understanding of how the cumulative, emergency and temporary tax systems operate.
- Manual Payroll
 - Computer Principles
 - Computer Payroll

Awards

FETAC Manual & Computerised Payroll Component Certificate Level 5

