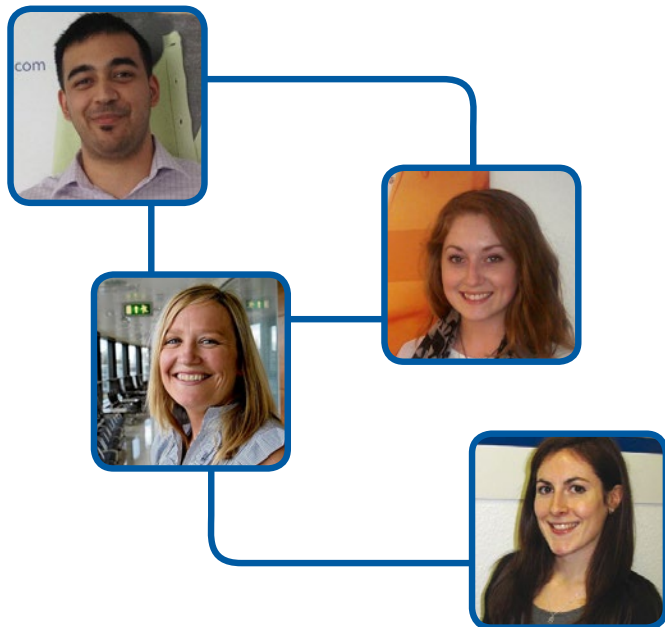


Accounting Technician Diploma with AAT Level 2* Qualification

Join the network that will make your financial career count



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The CPD Standards Office
CPD PROVIDER: 21121
2014 - 2016
www.cpdstandards.com



Finance Skills x Qualifications = A Strong Career Path

Whether you've already got basic skills or are venturing into the world of finance for the first time, this qualification could be the rocket to really launch your career.

This powerful diploma combines the excellence of Pitman Training's reputation and practical learning with industry leading knowledge from AAT, the professional body for accountancy.

Climb the career ladder

Packed full of practical training this diploma is your blueprint for a successful career in finance. With insights into using the most efficient computerised systems, along with all the latest updates including use of RTi in Payroll, you'll be right up to speed.

A fantastic diploma for those who wish to develop a comprehensive range of manual and computerised book-keeping and payroll skills, together with spreadsheet knowledge, our Accounting Technician Diploma with AAT Level 2* Qualification puts you in great stead for many finance related roles.

With recognised qualifications and accreditations you're more attractive to employers and your earning potential is increased. All businesses need people with a strong grip on figures, but these days to be in demand you also need to be able to input and report financial information, using the latest software. Being able to provide MDs and FDs with reports and data analysis is crucial.

What will you get in return?

This diploma holds valuable skills for any accounting professional. Whether working within a large or small organisation, or as a consultant or self-employed accountant, the skills learnt here are valuable to all. Small

business owners who look after their own finances also find this Diploma hugely beneficial.

Study of the three book-keeping modules will enable students to sit the two online assessments leading to the **AAT Level 2* Certificate in Bookkeeping** qualification. Study of Sage 50 Accounts course will enable students to take the **AAT Level 2* Award in Computerised Accounting** and the study of the book-keeping modules, Sage Accounts, Basic Costing and Working Effectively in Accounting and Finance will enable students to take the **Level 2* Certificate in Accounting** with AAT.

You'll also gain registration to MyAAT and AAT study support.

***Equivalent of AAT Level 2 Certificate in Scotland is Level 5**



Get the Pitman Advantage™

Core Courses

Book-keeping Level 2 (Modules 1-3)

This includes the double entry system; VAT basics; creating sales invoices; general ledger management; handling petty cash; preparing a trial balance; bank and statement reconciliations; managing contra entries and bad debt; accounting for payroll; preparing statements of account; paying invoices; calculating depreciation; preparing a profit and loss account and balance sheet as well as closing off the ledger accounts.

Payroll Principles

Payroll Principles is a great short course that can be studied in just 4 hours. The course is designed to teach those new to payroll the theory behind practicalities of running a business's company payroll.

Sage 50 Accounts

Convert your manual book-keeping skills to computerised accounts using the most popular software to see how you can be more productive and effective with your time.

Sage 50 Payroll

Learn computerised skills for payroll management, including statutory sick and maternity pay as well as RTI information to cover a Level 2 computerised payroll qualification. Learn how to run manual payroll to syllabus requirements for a Level 2 payroll qualification.

Microsoft Excel

Learn spreadsheet skills to a good business standard, which will enable you to create spreadsheets, enter data, formulas and functions, create charts and more.

or Microsoft Excel Expert

Advanced spreadsheet skills cover areas such as importing and exporting data, creating and using templates, linking workbooks, data management, using analysis tools and pivot tables.

Basic Costing

Learn to understand an organisation's cost recording system, use it to record or extract data and use spreadsheets to convey information on actual and budgeted income and expenditure.

Working Effectively in Accounting and Finance

Understand an organisation's accounting function, use numeracy and literacy communication skills to work independently or in a team, prioritise tasks, understand ethical issues, confidentiality and the benefits of sustainable values.

Elective Courses* (choose one)

Understanding Business
Accounts

Numeric Data Entry

Microsoft Word
or Microsoft Word Expert

Microsoft Access
Microsoft Outlook

Time Management

Health and Safety
Essentials

Introduction to Business
Structure and Law

Effective Business
Communication

The above are recommended electives. Alternative subjects may be chosen if more suitable to your existing skills and career.

Other courses you may be interested in

This diploma is very comprehensive covering all key elements of accounting, but you may feel you would also benefit from topping up other skills.

Your Pitman Training Course Advisor will be able to make recommendations of other courses that may also benefit your career.

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Get the Pitman Advantage™

This prestigious Pitman Training Diploma is highly regarded by employers throughout the UK and signifies that you have been trained to the highest possible level. Team this with the AAT qualification, which is THE industry 'must-have' for accounting professionals and you have a very strong CV.

To discuss your current skills and aspirations for the future, please speak to one of our friendly advisors.

They can also provide complete details on the full range of Diplomas and Courses in this area.



Guideline Learning Time

204 hours flexi study or 8 weeks full-time
(Full-time is based on approx 20-30 hours a week)



Get the Pitman Advantage™

***Alternative choices are available. Please talk with your Course Advisor.*