Pitman Training
Accounting Technician Diploma

Get the Pitman Advantage™

Every type of business in every sector needs to be able to organise and manage their financial transactions. Properly trained finance professionals are highly sought after and considered an essential part of any accounts department.

This diploma has been designed for those who wish to develop essential manual and computerised book-keeping skills, leading to a recognised Level 2 qualification.

It provides the chance to gain relevant unit exemption for the related AAT Level 2 qualification.

Aims and Objectives

To provide essential skills for a career as a book-keeper, or for those running a small business.

Core Subjects

These are courses that you must complete to gain your Pitman Training Diploma*.

Book-keeping Level 2 Module 1 – Learn the basics of keeping accurate accounting records using the double entry system.

Book-keeping Level 2 Module 2 – Learn how to prepare a bank reconciliation, reconcile supplier statements, as well as how to prepare a VAT Return.

Bookkeeping Level 2 – Module 3 – Learn how to use the Journal to correct errors as well as to record year-end adjustments prior to preparing the final accounts of a business.

Sage 50 Accounts – Learn computerised accounts using the most popular software.

Payroll Level 2 – Learn how to manually calculate payroll and wages using HMRC software.

Sage Payroll – Convert your manual payroll skills to computerised payroll using this popular software.

Microsoft Excel - Learn spreadsheet skills to a good business standard.

Microsoft Excel Expert – Learn advanced spreadsheet skills to enable you to analyse data and work with pivot tables and charts.

Elective Subjects

You need to choose two elective courses to gain your Pitman Training Diploma*.

Word

Outlook

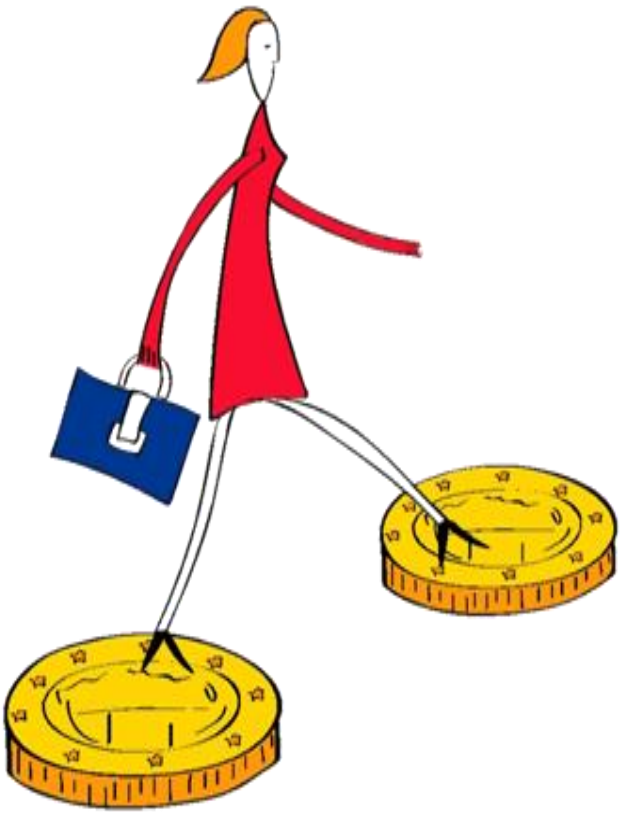
Effective Business Communications

Introduction to Business Structure and Law

Go…Get that job!

These are recommended electives for this diploma. Alternative courses may be chosen. Please discuss options with your course advisor.

*subject to successful completion of final end of course tests.



This information is provided as a quick guide only - for full information, a FREE one to one consultation and Free demo contact 020 7792 5214 for Notting Hill, 020 7025 4700 for Holborn or visit us at www.holborntraining.co.uk