

Pitman Training

Accounting Technician Diploma

Designed for: Those who wish to develop a comprehensive range of manual and computerised book-keeping and payroll skills, together with spreadsheet knowledge.

Objectives: To provide you with the essential skills for a rewarding career in financial accounting.

Course Content

Core Subjects

- **Basic Book-keeping** – Gain a clear understanding of the basic principles of book-keeping. Learn how to maintain a cash book, petty cash book and reconcile a bank statement.
- **Purchase Ledger** – Become proficient at maintaining a manual purchase ledger.
- **Sales Ledger** – Become proficient at maintaining a manual sales ledger.
- **Manual PAYE** – Learn to calculate wages and salaries using Inland Revenue tables, understand tax codes, Inland Revenue forms, and how to complete them. Covers holiday pay, statutory sick and maternity pay.
- **Final Accounts I** – Learn the principles of double-entry book-keeping in order to maintain a nominal ledger and extract a preliminary trial balance.
- **Final Accounts II** – Learn how to extend the trial balance in order to prepare the final accounts of a business (profit and loss accounts and balance sheet).
- **Sage Line 50** – Convert your manual book-keeping skills to computerised accounts using the most popular software.
- **Sage Payroll** – Convert your manual payroll skills to computerised skills using this most popular program, including statutory sick and maternity pay.
- **Microsoft Excel** – Learn spreadsheet skills to a good business standard. This will enable you to create spreadsheets, enter data, formulas and functions, create charts and more.
- **Microsoft Excel Expert** – Learn advanced spreadsheet skills, covering areas such as importing and exporting data, creating and using templates, linking workbooks, data management, using analysis tools and pivot tables.
- **Numeric Data Entry** – Learn efficient use of the numeric keypad.

Recommended Electives – choose ONE:

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| • Book-keeping Level 2 – A Study Guide | • Microsoft PowerPoint |
| • Microsoft Word | • Go....Make a Difference! |
| • Microsoft Word Expert | • Health & Safety Essentials |
| • Microsoft Access | • Communication at Work |
| • Microsoft Outlook | • Introduction to Computers |

The above are recommended electives for this Diploma. Alternative subjects may be chosen. Please discuss options with your course advisor

Benefits

- Equip you to start a new career.
- The flexibility and value of a self-study course designed to enable you to work at your own pace.
- Personalised workbooks to use as a reference guide on completion of your training.
- On successful completion of this diploma and the Book-keeping Level 2 Study Guide, plus IAB practice papers, students will be eligible to take the IAB Certificate in Book-keeping Level 2. Alternatively, students may opt to take the OCR certificate in Accounting Level 2 qualification or IAB Computerised Book-keeping Level 2 qualification.
- The opportunity to gain a Pitman Training Diploma that is recognised nationally and internationally by employers.

Guideline Learning Time: 6 weeks full-time* (180 hours flexi study) *based on 20-30 hours a week