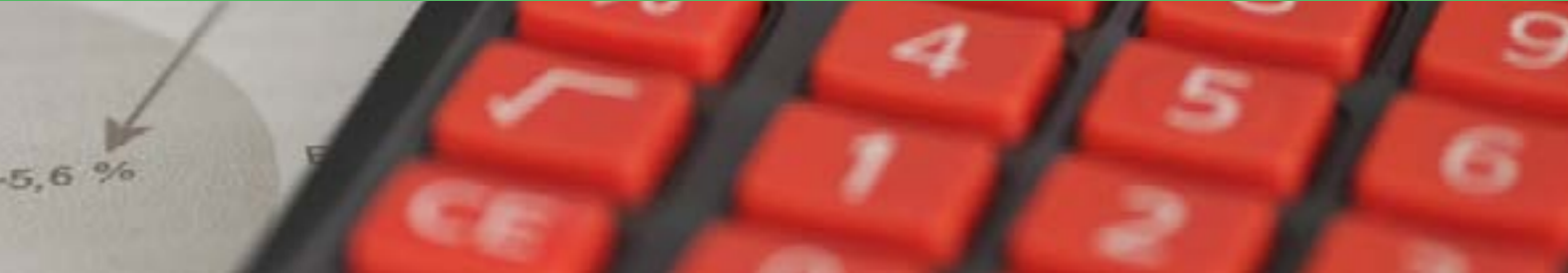


Accounting Technician Diploma with AAT



The Accounting Technician diploma combines the excellence of Pitman Training's reputation and practical learning with industry leading knowledge from AAT, the professional body for accountancy with the ultimate aim of gaining an AAT Certificate in Accounting qualification.



Pitman Training's Accounting Technician Diploma with AAT Qualification is aimed at anyone wanting to develop their bookkeeping and accounting skills for a role in finance. This diploma course provides valuable skills for Bookkeepers, small business owners, Accountants, Payroll and Finance Administrators and Treasurers.

With the 'AAT Certificate in Accounting' qualification that you gain upon passing the course and examination, you will have proved your level of knowledge and that can be invaluable in business. You'll give yourself the opportunity to become a valued assistant at larger firms, or maybe even provide your own accountancy service to local businesses - the opportunities are there for the taking.

Our Accounting Technician Diploma with AAT Qualification is a powerhouse of a course. It combines the excellence of Pitman Training's reputation and practical learning with industry leading knowledge from AAT, the professional body for accountancy. Whether you've already completed a basic bookkeeping or accounting course, this diploma covers it all and takes you to a new level.

A fantastic course for those who wish to develop a comprehensive range of manual and computerised bookkeeping skills, together with spreadsheet knowledge, our Accounting Technician Diploma with AAT Qualification puts you in great stead for many finance related roles. You'll be sure to be up to speed on all the latest advancements, and gain a very practical, valuable diploma, meaning you will have highly regarded qualifications that are sure to boost your CV.

Aims and Objectives

Through eleven self-paced, practical based courses you'll learn the knowledge and processes involved in bookkeeping and accountancy procedures to enable you to gain a rewarding career in finance. By the end of your training you'll be perfectly placed to go on and undertake the relevant AAT examinations required to gain an AAT Certificate in Accounting qualification.

Study of the extensive range of accounting modules in this diploma will provide students with the skills to take the following exams and gain the AAT qualifications.

- AAT Bookkeeping Transactions
- AAT Bookkeeping Controls
- AAT Elements of Costing
- AAT Using Accounting Software
- AAT Foundation Synoptic Assessment

These five exams when combined mean that you will be awarded the AAT Foundation Certificate in Accounting. You'll also gain registration to the 'MyAAT' portal that provides extensive AAT study support for revision and practice to ensure that you are fully prepared for each exam.

Pre-Requisites

There are no specific pre-requisites required before starting this diploma.

Career Path

This course is ideal if you're looking for a career in accounts and finance, working as an Accounts Assistant or Bookkeeper for example. From here, you could progress to undertake the AAT Level 3 qualification which could lead to careers as an Accountant, Management Accountant, Finance Manager.



CPD Points 260

(Awarded CPD points upon successful completion).

Core Courses

Bookkeeping - Module 1

People with strong bookkeeping skills are always in demand. This course is designed to give you an advantage over others with less experience, teaching you double-entry bookkeeping.

Bookkeeping - Module 2

This course is the second module designed to further your bookkeeping studies using the double entry system so you can keep accurate bookkeeping records.

Bookkeeping - Module 3

This third bookkeeping module covers many areas including using the journal, and year end accounts which include the profit and loss account and balance sheet.

Elements of Costing

If you need to know how to charge out time for staff, how to calculate profit on a job, or project profit in the next year's turnover, this course is for you.

or Costing & Pricing

Invaluable for anyone responsible for accounts or setting pricing within a business, this short course is something we're sure you'll get true value from, in terms of real pound signs!

Work Effectively in Finance

Acquire an understanding the role that the accounting, payroll and other financial functions perform within an organisation.

or Excel Expert

Our Excel Expert level course will provide you with the knowledge and skills to use this popular spreadsheet program to an advanced level.

Sage 50 Accounts

Sage 50 Accounts will equip you with the skills you need to get a good job in an accounts department, or to work for yourself by offering accounting administration services to local firms.

Excel

Microsoft Excel is the world's most popular spreadsheet program. This course is suitable for beginner to intermediate level. Over ten self-paced lessons you'll learn how to format your spreadsheet to best display your information, handle simple and complex formulas, insert charts, learn how to insert functions such as IFERROR and much much more.

or Excel Expert

Our Excel Expert level course will provide you with the knowledge and skills to use this popular spreadsheet program to an advanced level.

Payroll - Manual & Computerised

Pitman Training Ireland is delighted to bring you this comprehensive payroll training course, which provides a thorough introduction to payroll principles in the manual section, and in the computerised section you create real life payroll scenarios using Sage Micropay software.

Understanding Business Accounts in Ireland

For a business, nothing is more important than its finances. This course will provide you with a good understanding of business accounts – essential knowledge if you run a small business.

Introduction to Irish Business Structure and Law

If you have or are thinking about setting up your own business, this course will provide you with an essential grounding in the basics of business structure and law.

Elective courses (choose one)

- Time Management
- Outlook
- Effective Business Communication
- Health and Safety Essentials
- Word
- Excel Expert
- Word Expert

(Alternative subjects may be chosen if more suitable to your existing skills and career.)



Guideline Learning Time

260 hours flexi study