

Basic Costing with Pitman Training



Basic Costing is a course from AAT (The Association of Accounting Technicians) which will help students gain a prestigious Level 2 Certificate in Accounting.

This course will take you through all the costing elements you could come across in any business. You'll learn how to distinguish between the different types of cost, how to record them and how to report on them.

You can study this course at your own pace and the format of the course means that you can study this in one of our local centres or at home to enable you to fit it in around your existing commitments.

Once you've successfully finished this training course you'll gain a renowned Pitman Training Certificate and be in a great position to go on to gain an AAT Level 2 Certificate in Accounting.

Designed for

This course is designed for anyone looking to work within the Accounts Department of any organisation or who wishes to manage and understand the financial costs of their own business.

Before starting this course experience in basic book-keeping and Microsoft Excel is preferred.

It's more specifically aimed at anyone looking to go on and attain an AAT Level 2 Certificate in Accounting qualification.

Objectives

This course is designed to help those seeking to achieve an AAT (The Association of Accounting Technicians) Level 2 Certificate in Accounting Qualification. You will gain invaluable knowledge of an organisation's costs recording system and how to report, analyse and review this information.

Course Content

- Chapter 1:** Costs and Cost Centres
- Chapter 2:** Material Costs
- Chapter 3:** Labour Costs
- Chapter 4:** Budget and Standard Costs
- Chapter 5:** Spreadsheets

Study Options

The Basic Costing course can be studied in two ways.

- **In centre, with our friendly course advisors available for support and guidance as and when you need it.**
- **At home or from work – with support via email or telephone during working hours.**

Once you've decided to go ahead you'll learn in your own time and at your own speed, but with the knowledge you have support at hand if required.

Benefits

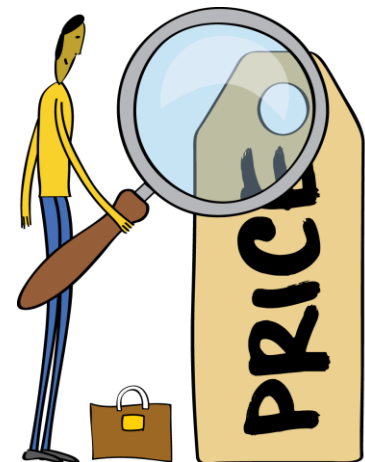
- **The flexibility and value of a self-study course designed to enable you to work at your own pace**
- **A workbook to use as a reference guide on completion of the course**
- **The opportunity to gain the widely recognised Pitman Training Certificate**

Course price:

Available as part of selected diplomas

Course duration:

18-20 hours



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



Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

City of London: 020 7256 6668 **Oxford Circus: 020 7580 1651**

web: www.pitmanlondon.co.uk email: courses@pitmanlondon.co.uk



- ▶ Microsoft Skills ▶ MOS & ECDL ▶ Sage ▶ IT Professional ▶ Keyboard Skills ▶ Management Skills
- ▶ Secretarial & PA ▶ Administration ▶ Personal Development ▶ Shorthand ▶ Bookkeeping & Accounts