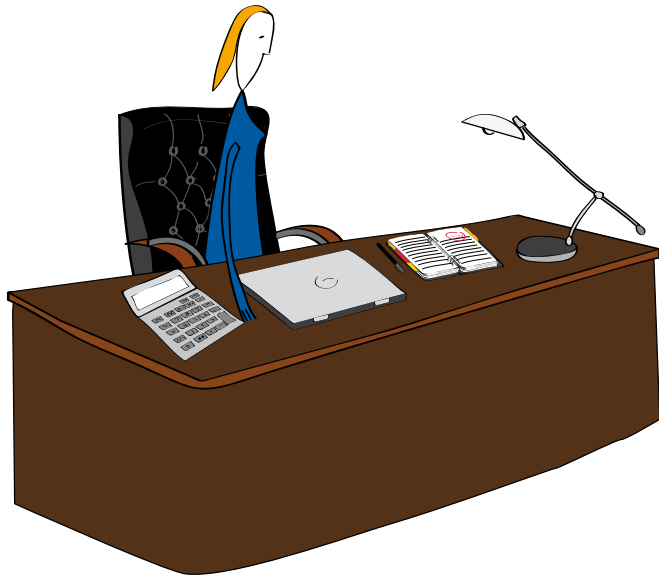


Book-keeping Diploma

Become a highly skilled member
of any accounts team



Get a job as a trusted Accounts Technician

Every business regardless of sector needs trusted accounts professionals to ensure every financial transaction is managed and organised to the highest level. You'll need an unwavering eye for detail and the ability to work under pressure in order to meet important deadlines.

With the Book-keeping Diploma you'll get all of the essential skills required to be a highly valued assistant to company accountants in larger firms – collecting, checking and analysing financial information on their behalf. Or, if you choose to work in a smaller business, your diploma will give you the knowledge and confidence to run a busy accounts department. You may also have aspirations to provide your own accountancy service to local firms, in which case you can be certain this diploma will provide you with the knowledge you need.

The essential skills you need to get the job and succeed

With your Book-keeping Diploma you'll have great transferable skills which you can take from one employer to another. In fact, you'll be able to enjoy a long and successful career where your skills are always highly sought after. Your diploma will cover everything you will need including Book-keeping, Practical Payroll, Sage 50 Accounts, Sage Payroll and Microsoft Excel.

Students who successfully gain this qualification will be eligible to commence further studies at AAT having submitted their certificate to the AAT.

What will you get in return?

A Pitman Training Diploma is one of the most prestigious courses you can complete from one of the most highly regarded training organisations across the world. Businesses throughout the UK recognise Pitman Training as a sign that you have been trained to the very highest level.

So with your Book-keeping Diploma, you'll have world class skills to get a job as a highly valued, well paid accounts technician.



Get the Pitman Advantage™

Core Courses

Book-keeping Level 2 - Module 1

In 8 lessons learn all aspects of manual accounts, the basics of VAT, checking invoices, day books, general ledger, purchase ledger and sales ledger, petty cash books and balancing ledger accounts.

Book-keeping Level 2 - Module 2

Module 2 covers the double entry book-keeping system, bank reconciliation, sales and purchase ledger, accounting for bad debt, correcting errors, reconciliation of statements and VAT returns.

Book-keeping Level 2 - Module 3

Module 3 covers using the journal in order to correct book-keeping errors, as well as recording year-end adjustments prior to preparing the final accounts a business usually prepares at year end

Sage 50 Accounts

Learn how to transfer your manual book-keeping skills so that you can use a computerised accounts program. This course 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.

Microsoft Excel

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

or 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.

Elective Courses* (choose two)

Sage 50 Payroll

Payroll Principles

Understanding Business Accounts

Costing and Pricing

Numeric Data Entry

Microsoft Word or Microsoft Word Expert

Microsoft Access

Microsoft Outlook

Introduction to Business Structure and Law

Effective Business Communication

Other courses you may be interested in

Different sectors require specialist knowledge and this can determine which area you specialise in. Please talk to your Pitman Training Course Advisor who will be able to recommend an alternative choice of diploma.

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 level. With your Book-keeping Diploma you'll be able to demonstrate that you have the essential work-ready skills needed and have been trained by the very best.

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

162 hours flexi study or 6 weeks full-time
(Full-time is based on approx 20-30 hours a week)

**Alternative choices are available. Please talk with your Course Advisor. Seminars are subject to availability at your local Pitman Training Centre.*



Get the Pitman Advantage™