

Foundation in Book-keeping Diploma with AAT Level 2* Qualification

Leverage your career by balancing the books



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Our Foundation in Book-keeping Diploma with AAT Level 2* Qualification is a classic course that provides solid qualifications. Combine Pitman Training's well-regarded reputation for the quality of our Diplomas, along with our partnership with AAT, the accounting industry's leading professional body, to bring you qualifications that will stand the test of time.

Make your qualifications count

Packed full of practical training this Diploma is your blueprint for a successful career in Finance. With insights into using the most efficient computerised systems, along with all the latest updates, you'll be right up to speed.

If you're wanting to develop your book-keeping skills for a role in finance you're in the right place. This comprehensive course walks you through all you need to know.

Job outcomes include:

- Book-keeper
- Treasurer
- Also useful for Small business owners

What will you get in return?

Upon completion of this Pitman Training Diploma you also will be armed with the 'AAT Level 2* Certificate in Bookkeeping' and the 'AAT Level 2 Award in Computerised Accounting' qualification, a recognised industry standard that will be attractive to employers looking for your skills. Employers can trust CVs that have these qualifications as they know you have been trained to a high level.

You'll also gain registration to MyAAT and AAT study support.

The lifeblood of every business is cashflow. Having a firm grip on the figures is what differentiates strong businesses from flailing ones. Your skills ensure business owners and directors can get on with their everyday tasks, relying on you to provide them with an accurate picture of their financials.

***Equivalent of AAT Level 2 Certificate in Scotland is Level 5**



Get the Pitman Advantage™

Core Courses

Book-keeping Level 2 (Modules 1-3)

This includes the double entry system; VAT basics; creating sales invoices; general ledger management; handling petty cash; preparing a trial balance; bank and statement reconciliations; managing contra entries and bad debt; accounting for payroll; preparing statements of account; paying invoices; calculating depreciation; preparing a profit and loss account and balance sheet as well as closing off the ledger accounts.

Sage 50 Accounts

Convert your manual book-keeping skills to computerised accounts using the most popular software to see how you can be more productive and effective with your time.

Microsoft Excel

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

or Microsoft Excel Expert

Advanced spreadsheet skills cover areas such as importing and exporting data, creating and using templates, linking workbooks, data management, using analysis tools and pivot tables.

Elective Courses** (choose one)

Understanding Business
Accounts

Microsoft Outlook

Microsoft Word

Numeric Data Entry

Introduction to Business
Structure and Law

Costing and Pricing

Effective Business
Communication



Guideline Learning Time

144 hours flexi study or 5 weeks full-time
(Full-time is based on approx 20-30 hours a week)

Other courses you may be interested in

Different financial roles require specialist knowledge and this can determine which area you specialise in. Please talk to your Pitman Training Course Advisor for recommendations on choosing the right 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 possible level. Team this with the AAT qualification which is THE industry must have for accounting professionals and you have a very strong CV.

Our Foundation in Book-keeping Diploma with AAT Qualification is easy to fit into your life:

- You complete the course via flexible learning, which fits around your work and home life commitments
- You'll have online support 24/7, plus additional support from your training centre advisors
- Complete it in your own time, only take the exam when you're ready

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.

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**Alternative choices are available. Please talk with your Course Advisor.