

# Principles, Standards and Conventions of Accounting



This is an online course, suitable for those new to finance, that will provide you with an overview of business finance and accounting to enable you to understand and translate key financial information.

## IS THIS FOR YOU?

This is an ideal starting-point course for anyone who is looking to start a career in accounting. It would also be suitable for anyone wanting to improve their understanding of Accounting principles or those of you being given, or looking for, more responsibility.

## ABOUT THIS COURSE

This course is a welcome addition to our comprehensive range of financial administration and management courses. It provides an overview of business finance and accounting - a core skill that's often in demand, particularly if you're looking for promotion, additional responsibility or to broaden your opportunities.

During the course you'll explore how and why financial information is measured, as well as get to grips with assets, liability, balance sheets and other key terms. You will also receive a glossary to help you understand important financial terms. Principles, Standards and Conventions of Accounting lasts between 8 - 15 hours and is provided in an e-learning format so you can learn at home, at a pace to suit you. Every Pitman Training Centre also has Course Advisors, so there is always additional support on hand should you feel it necessary.

What's more, our online system will help you track your progress and take you straight back to where you left off, as well as help build your motivation. There is also a generous six-month window to complete the programme. You don't need to load software onto your computer and you'll need broadband, plus Microsoft Word 97 or above (or a word-processing program fully compatible with Word).

On completing the course, you will have earned a highly regarded Pitman Training Certificate. Pitman Training is highly regarded by employers; yet again top business professionals in the UK have voted Pitman Training to be the UK's top independent training brand, through achieving Business Superbrand status.

The online course introduces and covers key ideas, including:

- Background to Financial Management;
- Accounting and Financial Management;
- Principles of Accounting;
- Ways of measuring Financial Information;
- Assets - Liabilities;
- Financial Statements - the Balance Sheet;
- Career and work-focused learning;
- Specially designed learning activities help you put into practice the new habits and skills you have gained.

They reinforce your learning and create a memorable course style;

- Interactive 'Quick Quizzes' give you the chance to test your new-found knowledge;
- Learning bookmarks built into the system, so you can easily start again where you left off;
- Automatic progress tracking helps you see your progress, building up your motivation.

## AIMS AND OBJECTIVES

Simply put, this course will help you to be able to understand financial reports and information.

During this course you'll explore how and why financial information is measured, as well as get to grips with assets, liability, balance sheets and other key terms. You will also receive a glossary to help you understand important financial terms.

## PRE-REQUISITES

There are no specific pre-requisites required to be able to study this course as it is suitable for beginners or those new to accounting.

## CAREER PATH

This course is a starting point for anyone looking to gain essential accounting understanding. Useful to get to grips with the accounting principles it's ideal if you'd like to work as an Accounts Assistant, bookkeeper, payroll assistant or take on some financial responsibilities with your current role.

From here you could progress your accountancy training and look towards gaining AAT qualifications to become an Auditor, Accountant, Management Accountant, Finance Manager.

## COURSE DURATION: AROUND 8-15 HOURS

*(Actual course duration will vary from individual to individual, based on prior skills and application).*



**CPD POINTS: 14**

*(Awarded CPD points upon successful completion).*

To find out more about this or any of our courses, speak to one of our course advisors.

The best way to predict the future **is to create it.**

To discuss your current skills and aspirations call:

**020 7256 6668**

or visit: [www.pitmanlondon.co.uk](http://www.pitmanlondon.co.uk)

Salisbury House London Wall London EC2M 5QQ

**PITMAN**  
TRAINING