

AAT Level 3 Diploma in Accounting		Mondays - 18:30-21:00
BUAW	Business Awareness (5 sessions)	
18/09/23	Understanding businesses	Organisational structure and governance
25/09/23	The external and internal environment	Sustainability
02/10/23	Principles of professional ethics	Threats and safeguards to ethical principles
09/10/23	Ethical conflict	Money laundering
16/10/23	New technology and data security	Communication with stakeholders
23/10/23	Tutor available online (Zoom) to respond to queries / revise specific topics	
MATS	Management Accounting Techniques	
30/10/23	Introduction to management accounting	Materials costs
06/11/23	Labour costs	Overheads and expenses
13/11/23	Methods of costing	
20/11/23	Marginal, absorption and activity based costing	
27/11/23	Aspects of budgeting	
04/12/23	Short-term decisions	
11/12/23	Cash budgeting and ratios	
SPSH	Spreadsheet for Management Accounting (4 sessions)	
08/01/24	Spreadsheet basics	Formatting the data
15/01/24	Advanced formatting	Functions
22/01/24	Sorting, checking, importing data	Statistical functions
29/01/24	Charts	Pivot tables & workbook management
05/02/24	Tutor available online (Zoom) to respond to queries / revise specific topics	
12/02/24	Half-term to be confirmed	
FAPS	Financial Accounting: Preparation of Financial Statements	
19/02/24	Accounting system. Double entry bookkeeping	Balancing accounts & trial balance
26/02/24	Extended trial balance	
04/03/24	Accruals and prepayments	
11/03/24	Depreciation	
18/03/24	Irrecoverable debts	Framework of accounting
25/03/24	Accounting for capital transactions	
01/04/24	Easter break	
08/04/24	Easter break	
15/04/24	Control accounts	
22/04/24	The journal and correction of errors	
29/04/24	Preparation of financial statements	Sole trader financial statements
06/05/24	Partnerships financial statements	
13/05/24	Profitability ratios	
20/05/24	Incomplete records	
27/05/24	Half-term to be confirmed	
03/06/24	Tutor available online (Zoom) to respond to queries / revise specific topics	
TPFB	Tax processes for Businesses (5 sessions)	
10/06/24	Introduction	VAT and business documents
17/06/24	Inputs, outputs and special schemes	
24/06/24	VAT return	
01/07/24	Principles of payroll	Communicating VAT and payroll information
08/07/24	Tutor available online (Zoom) to respond to queries / revise specific topics	