

# Pitman Training Accounting Technician Diploma



## Core Subjects

### Basic Book-keeping

Gain a clear understanding of the basic principles of book keeping. Learn how to maintain a cash book, petty cash books and reconcile a bank statement.

### Purchase Ledger

Become proficient at maintaining a manual sales ledger.

### Sales Ledger

Become proficient at maintaining a manual sales budget.

### Final Accounts I

Learn the principles of double entry book keeping maintaining a nominal ledger and extracting a preliminary trial balance.

### Final Accounts 2

Learn how to extend the trial balance in order to prepare the final accounts of a business (profit and loss accounts and balance sheet).

### Manual PAYE

Learn how to calculate wages and salaries using Inland Revenue tables, understand tax codes and complete Inland Revenue forms. Covers holiday pay, statutory sick pay and statutory maternity pay.

### Microsoft Excel Proficient

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

## Guideline Learning Time

6 weeks full time or 180 hours flexi study

### Microsoft Excel Expert

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

### Numeric Data Entry

Learn correct and efficient use of the numeric keypad.

### Sage Line 50

Convert your manual book keeping skills to computerised accounts using the most popular software.

### Sage Payroll

Convert your manual skills to a computerised payroll using the most popular software programme.

## Elective Subjects - Choose ONE

Introduction to Computers

Book keeping Level 2 - A Study Guide

### Microsoft Office

MS Word or Word Expert

MS Access

MS PowerPoint

MS Outlook

### Personal Development

Go..... Make a Difference

Health & Safety Essentials

Communication at Work

### Further Enhancements

IAB and OCR qualifications



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