

# Foundation in Book-keeping Diploma



Get the Pitman Advantage™

Every type of business in every sector needs to be able to organise and manage their financial transactions. Properly trained finance professionals are highly sought after and considered an essential part of any accounts department.

This diploma has been designed for those who wish to develop essential manual and computerised book-keeping skills, leading to a recognised Level 2 qualification.

It provides the chance to gain relevant unit exemption for the related AAT Level 2 qualification

## Aims and Objectives

To provide essential skills for a career as a book-keeper, or for those running a small business

## Core Subjects

These are courses that you **must** complete to gain your Pitman Training Diploma\*.

**Book-keeping Level 2 Module 1** - Learn the basics of keeping accurate accounting records using the double entry system.

**Book-keeping Level 2 Module 2** - Learn how to prepare a bank reconciliation, reconcile supplier statements, as well as how to prepare a VAT Return

**Book-keeping Level 2 Module 3** - Learn how to use the Journal to correct errors as well as to record year-end adjustments prior to preparing the final accounts of a business

**Sage 50 Accounts** - Learn computerised accounts using the most popular software

**Microsoft Excel** - Learn spreadsheet skills to a good business standard.

## Elective Subjects

You need to choose **one** elective course to gain your Pitman Training Diploma\*.

PC Basics

Word

Outlook

Go.. Get that Job!

Go..Make a Difference!

Introduction to Business Structure and Law

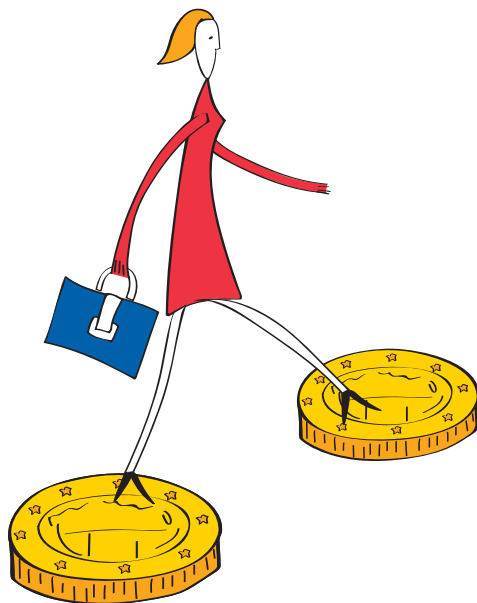
Understanding Business Accounts

Communication at Work

Numeric Data Entry

Health and Safety Essentials

These are recommended electives for this diploma. Alternative courses may be chosen. Please discuss options with your course advisor.



This information is provided as a quick guide only - for full information, a **FREE** one to one consultation and **FREE** demo contact your closest Pitman Training Centre or visit: [www.pitman-training.com](http://www.pitman-training.com)

\*subject to successful completion of final end of course tests.



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