

Pitman Training Foundation in Finance 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.

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.

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.

Guideline Learning Time

4 weeks full time or 120 hours flexi study

Elective Subjects - Choose ONE

Introduction to Computers

Microsoft Office

MS Word
MS Excel Expert
MS Outlook

Book-keeping / Payroll

Final Accounts 2
Manual PAYE
Sage Payroll

Personal Development

Go..... Make a Difference
Health & Safety Essentials
Communication at Work



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