

## Foundation in Finance Diploma

**Designed for:** Those who wish to develop essential manual and computerised book-keeping skills.

**Objectives:** To provide you with the essential skills to successfully work as a book-keeper

### Course Content

#### 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 book and reconcile a bank statement.
- **Purchase Ledger** – Become proficient at maintaining a manual purchase ledger.
- **Sales Ledger** – Become proficient at maintaining a manual sales ledger.
- **Final Accounts I** – Learn the principles of double-entry book-keeping in order to maintain a nominal ledger and extract a preliminary trial balance.
- **Sage Line 50** – Convert your manual book-keeping skills to computerised accounts using the most popular software.
- **Microsoft Excel** – Learn spreadsheet skills to a good business standard. This will enable you to create spreadsheets, enter data, formulas and functions, create charts and more.
- **Numeric Data Entry** – Learn efficient use of the numeric keypad.

#### Recommended Electives – choose ONE:

- Introduction to Computers
- Microsoft Word
- Microsoft Outlook
- Final Accounts II
- Manual PAYE
- Sage Payroll
- Excel Expert
- Go-Make a Difference!
- Health and Safety Essentials
- Communication at Work

**The above are recommended electives for this Diploma. Alternative subjects may be chosen. Please discuss the options with your Course Advisor.**

### Benefits

- Equip you to start a new career.
- The flexibility and value of a self-study course designed to enable you to work at your own pace.
- Personalised workbooks to use as a reference guide on completion of your training.
- The opportunity to gain a Pitman Training Diploma that is recognised nationally and internationally by employers.

**Diploma Price:** £1,450 inc. VAT, workbooks and tests

**Guideline Learning Time:** 4 weeks full-time\* (120 hours flexi study)

*\*based on 20-30 hours a week*