Foundation in Finance Diploma

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

Pre-requisites: None

Objective: 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 1** – 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.

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

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