



Boost Your Career Prospects With A

## Pitman Training Foundation In Finance Diploma

**Designed for:** People who seek a rewarding career in bookkeeping.

**Objectives:** To provide you with the essential bookkeeping skills to quickly and easily have the confidence to embark on a new career.

### Core Subjects:

Basic Bookkeeping  
Purchase Ledger  
Sales Ledger  
Final Accounts 1  
Final Accounts 2  
Sage Line 50  
Excel Part 1 – Beginners/Intermediates  
Numeric data Entry

**Also see our  
Accounting  
Technician Diploma**

### Guideline Learning Time:

You can complete this programme in as little as 5 weeks or take up to 1 year, full-time, part-time, evenings or Saturdays.

*As all our diploma programmes offer a high degree of tailorability, prices and duration are calculated for the specific needs of each student, based on exemptions for their existing skills and their choices of electives.*



For more information or to arrange an appointment with a Course Advisor, please call **020 7792 5214** for Notting Hill, **020 7025 4700** for Holborn or visit [www.holborntesting.co.uk](http://www.holborntesting.co.uk)