



Boost your career prospects with a Pitman Training

Accounting Technician Diploma Programme

Designed for: People who want to develop a full range of book-keeping skills including sales & purchase ledgers, payroll, Microsoft Excel and Sage Line 50.

Objectives: To provide you with all the essential skills necessary to help you build a valuable career in bookkeeping and financial accounting.

Core Subjects:

Basic Book-Keeping
Sales Ledger
Purchase Ledger
Final Accounts 1 & 2
Sage Line 50
Manual Payroll
Sage Payroll
Excel Intermediate & Advanced
Numeric Data Entry

Recommended Electives - Choose One:

Company Law
Effective Business Communication

Guideline Learning Time:

You can complete this programme in as little as 12 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 7025 4700** or visit www.holborntesting.co.uk