

# Business Award

The Business Award has been created for people who need to understand the legal structures and financial mechanics of business.

The award has been designed particularly for those with work experience, but not necessarily in a commercial office setting – it could be from the retail and service industries or the public sector.

As Microsoft Excel is used extensively in finance administration, this course will also give you the knowledge and confidence to use spreadsheets to a good working standard.

Having completed this award, you can be confident that prospective employers will have evidence that you have a practical understanding of business structure and law as well as business accounts, which other candidates may not possess.

It is also helpful for individuals who may be considering setting up their own business.

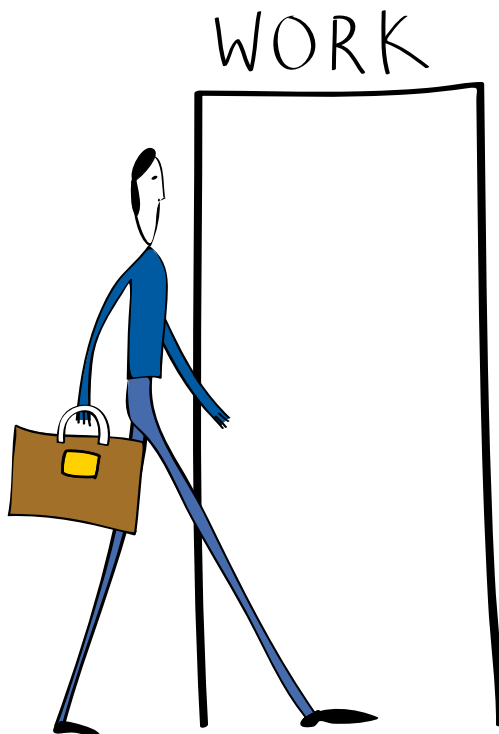
The award takes 42 hours – you can start when you like and our flexible learning system means you can fit your studying around your existing work and home commitments. There will

also be a course advisor on hand to help should you need additional support.

**Core subject areas covered include:**

- **Introduction to Business Structure and Law**
- **Understanding Business Accounts**
- **Microsoft Excel or Microsoft Excel Expert**

On successful completion of the course, you will have earned a highly-regarded Pitman Training Award which will help your CV stand out from the rest. This is because Pitman Training is recognised by employers; yet again top business professionals in the UK have voted Pitman Training to be the UK's top independent training brand, through achieving Business Superbrand status.



“Age 50 was just around the corner when I went to Pitman Training. I wanted to improve my work prospects and confidence. I did not have to wait long before I found work.

**Silvana, Administrator**

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Get the Pitman Advantage™

# Pitman Training Business Award

## Introduction to Business Structure and Law

The structure of a business and the legal requirements for directors, shareholders and company secretaries are crucial; not least for Executive Assistants and finance professionals who often have to help prepare AGMs, business reports, prepare and file accounts and manage bank accounts.

If you have, or are thinking about setting up your own business, this course will provide you with an essential grounding in business structure and law.

The course is split into three lessons. The first considers the different types of business and the terms relating to each; AGMs, EGMs, the roles and responsibilities of shareholders, directors and company secretaries. In lesson two you will learn about business reporting, filing deadlines, accounts audits, contracts, bank accounts and loans and security. Finally, lesson three covers taxation, insolvency, employer obligations under the Health & Safety at Work Act and employment contracts.

Having completed this course, you will have covered topics towards the ITEC Business Competence Level 3 unit qualification. You will also have the Pitman Training name on your CV, which is highly respected by employers. And, like all our courses you can study at a pace and times to suit you, supported by our course advisors when needed. Having completed Introduction to Business Structure and Law, you will be well-placed to go on to take the Understanding Business Accounts course.

## Microsoft Excel\*

Microsoft Excel is the world's most popular spreadsheet program; learning how to use the software with Pitman Training shows that you've taken one of the best Excel courses available. This course is also designed to prepare you for the City & Guilds Spreadsheet Processing Techniques Exam, MCAS test and ECDL Spreadsheet exam. You don't need any prior experience of MS Excel but you will need to be familiar with the Windows environment and have some basic keyboard experience.

Our Microsoft Excel course is very flexible - you will have the freedom to take the Excel lessons at your own

pace, based at one of our handy town or city centre locations, with support on hand should you need it. And a workbook will be yours to take away as a useful reference guide.

This Excel course comprises several lessons, which provide a detailed but manageable study programme, so you can be confident about your new skills in the workplace. Just some of the areas covered include creating worksheets, formatting text, simple and complex formulas, handling rows and columns, autocomplete, using styles, headers and footers, average, max and min functions and using charts.

*\*Depending on skill level it may be possible to study the Expert course as an alternative core course.*

## Understanding Business Accounts

For a business, nothing is more important than its finances. This course will provide you with a good understanding of business accounts - essential knowledge if you run a small business, are considering setting one up or need to learn more about company accounts for your current or future role. This course - designed to help you understand the principles of business accountancy - also covers part of the syllabus for the ITEC Business Competence Level 3 unit qualification.

Comprising five lessons, our business accounts training is designed to help you understand balance sheets, profit and loss (P&L) accounts including stock-taking, depreciation, capital and revenue expenditure. You will also learn about accruals and the role of capital and reserves. The final lesson considers profit margins, analysing a profit and loss account and how to make comparisons on financial statements.



## Guideline Learning Time

42 hours flexi study  
or 2 weeks full-time\*

\*Full-time is based on  
approx 20-30 hours a week

For further information, a free one to one consultation, or to book a free demo contact your local Pitman Training Centre

[www.pitman-training.com](http://www.pitman-training.com)



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