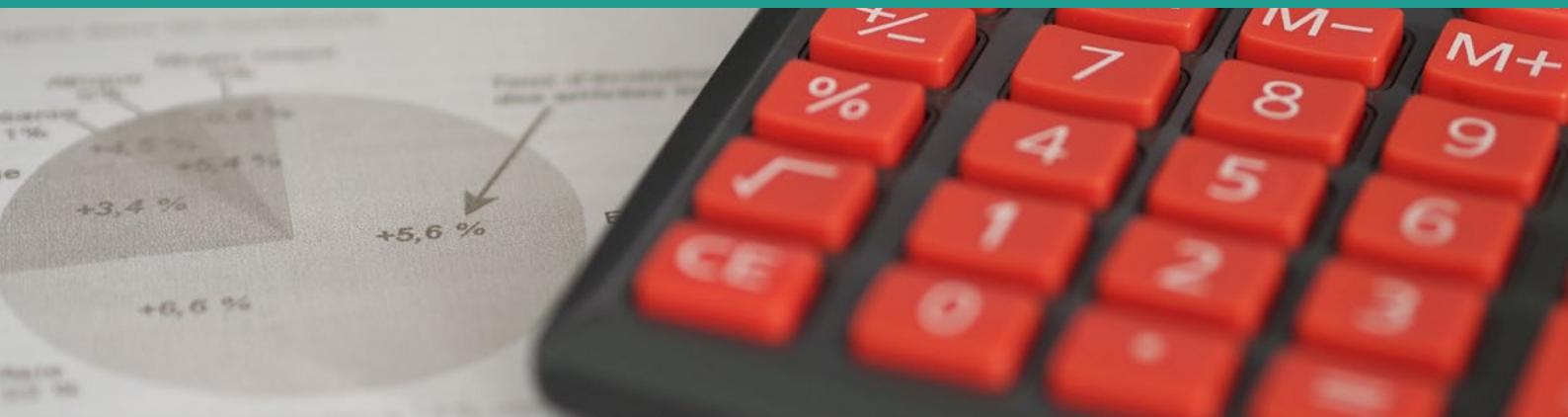


# Finance Award

This training programme covers manual bookkeeping, Sage and Excel training to give you a wide ranging knowledge of general accounts.



Tel: 020 7256 6668



Whether you're looking to gain some bookkeeping abilities for work or for your own use, this is a fast-track bookkeeping programme for people with an aptitude for figures keen to gain essential business finance experience.

## The award covers manual bookkeeping, Sage and Excel training to give you a wide ranging knowledge of general accounts.

Unlike some courses, ours gives you all the time-management benefits of flexibility to suit your work or home life. The award takes 80 hours - you can start anytime and study part or full time, depending on your situation.

- Flexible training which fits around your commitments
- Support on hand from our friendly Course Advisors
- Get the skills in demand by employers

## Aims and Objectives

This award will help you gain hands-on experience of key financial processes and how to work common programmes Sage 50 Accounts and Microsoft Excel.

## Courses Included

### Bookkeeping Level 2 - Module 1

People with strong bookkeeping skills are always in demand. This course is designed to give you an advantage over others with less experience, teaching you double-entry bookkeeping.

### Sage 50 Accounts

Sage 50 Accounts will equip you with the skills you need to get a good job in an accounts department, or to work for yourself by offering accounting administration services to local firms.

### Excel

Microsoft Excel is the world's most popular spreadsheet program. This course is suitable for beginner to intermediate level. Over ten self-paced

## Pre-Requisites

There are no specific pre-requisites required for this award.

## Career Path

A great training programme if you're aspiring to work as a bookkeeper or gain a role in the accounts department of a business. With this you could progress towards roles such as Accounts Assistant, Auditor, Sales Ledger Clerk, Purchase Ledger Clerk or push your training further and train to become a qualified Accountant.



## CPD Points 80

(Awarded CPD points upon successful completion).

lessons you'll learn how to format your spreadsheet to best display your information, handle simple and complex formulas, insert charts, learn how to insert functions such as IFERROR and much more.

### or Excel Expert

Our Excel Expert level course will provide you with the knowledge and skills to use this popular spreadsheet programme to an advanced level.

You can choose which version of Microsoft Office you'd like to study and, over a series of self-paced lessons, you'll learn how to perform tasks such as conditional formatting, recording and running macros, working with pivot tables and using statistical functions.

To discuss your current skills and aspirations for the future, please speak to one of our friendly advisors.

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**Oxford Circus:** 50 Margaret Street, London, W1

**Tel:** 020 7256 6668 **Web:** [www.pitmanlondon.co.uk](http://www.pitmanlondon.co.uk)



## Guideline Learning Time

80 hours flexi study or 3 weeks full-time

(Full-time based on approx 20-30 hours a week)