

BASIC BOOKKEEPING – LEVEL 1 & 2 (City & Guilds – Code 8991-01,02) (or IAB)

A key requirement for commercial success is the production of accurate and intelligent financial information. Accounting and Bookkeeping skills are fundamental for anyone working in or wishing to work in a commercial environment.

Who should attend the course?

- People currently working in an accounting role who want to improve or consolidate their working knowledge.
- New recruits into a junior accounting role
- Self-employed people who want to set up or improve their accounts function and cut down on their accountant's bills.
- Office administrators and professionals who have the accounts function or understanding of finance as part of their role.
- People seeking to develop foundation skills in book-keeping and accounts

Aim of the Course

The aim of the course is to build your confidence and develop your theoretical knowledge and ability to use basic bookkeeping principles and processes in the context of a simple sole trader or small organisation.

Prerequisites

Basic math's and an understanding of the English language are desirable, Or at least 3 GCSEs at grade D including English.

Objectives of the course

By the end of this course you be able to

1. Process documents involved in the accounting function using double-entry bookkeeping
2. Prepare statements as a preliminary to financial control
3. Record income and payments in the double entry system
4. Process a wide range of financial transactions using double entry bookkeeping
5. Prepare control accounts and ledger balances
6. Check and correct accounting records as necessary
7. Supply information for management control
8. Work in a healthy and safe environment
9. Achieve personal effectiveness at work
10. Overall work as a junior bookkeeper within a small business/sole trader

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Course Duration

- The full course is 10 weeks long

Course Content

The City & Guilds award is divided into two levels.

Level 1 concentrates on:

- The mechanical skills involved in the preparation of basic manual ledger accounts, beginning with source documentation
- Preparing routine accounting statements
- Developing an understanding of accounting terminology

Level 2 progresses onto:

- Preparing books of original entry
- Using financial statements for control
- Bookkeeping for errors and adjustments
- Applying principles, concepts and conventions in terms of accounting bases.

Features

- All students must pay City & Guilds or IAB exam fees
- Courses are practical and case study led rather than mainly lecture based.
- The aim is to simulate a real life office situation.
- Participants learn through completion of practical exercises, group work and case studies.
- Extensive individual attention is available throughout the course and you will be encouraged to ask questions.
- Course materials provided – printed handouts for each topic, questions and answers and a recommended reading list.
- The courses can be arranged to suit corporate clients making block bookings for their staff.
- Courses run for approximately 3 hours a day between 9.30 am to 4.30 pm each day. Some evening work will be required to consolidate the material covered during the day.
- Evening classes are available by arrangement usually 2 days per week from 6.00pm to 8.30pm.
- Sponsoring organisations will be sent a progress report on request
- BTC Bookkeeping certificate issued on completion and students will take external exams and assessments set by City & Guilds or IAB