BASIC BOOK KEEPING LEVEL 1

Designed for: Anyone wishing to improve their work prospects, business owners wanting to keep their own books or anyone wishing to retrain or improve existing skills.

Pre-requisites: None

Objectives: Gain a clear understanding of the basic principles of Book Keeping

Course Content:

- Module 1: record the early transactions of a business
- Module 2: complete Cash Book Payments
- Module 3: complete Cash Book Receipts
- Module 4: complete the Petty Cash Book
- Module 5: balance the Cash Book and reconcile a Bank Statement

Features:

- Structured modular approach to make learning easy
- Continuous assessment
- Full range of topics covered

Benefits:

- Core business skills for job searchers and business executives Ideal for school leavers and students
- A wide choice of training locations and times, and the flexibility and value of self-study training methods that allow for different learning speeds and styles
- A personalised workbook, with glossary and hands on exercises, which complements the audio-visual materials, to provide step-by-step learning and a future reference manual
- The opportunity to gain a widely recognised qualification, a Pitman Training Certificate
- The Basic Book Keeping course contributes towards the Basic Book Keeping 1 OCR Examination

Duration: 14hrs

What Next?
Sales Ledger
Purchase Ledger
Final Accounts I
Final Accounts II
Microsoft Office Excel 2003 Core

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Microsoft Office Specialist Authorised Testing Centre

Microsoft IT Academy Programme

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