

<b>Course Title:</b>		<b>Book - Keeping – Level 1 C&amp;G</b>					
<b>Course Code:</b>		S3036BES	<b>Centre:</b> Sutton		<b>Tutor:</b> Samantha Carnegie		
<b>Day:</b>	Wed	<b>Start Date:</b>	12/01/11	<b>Length:</b>	11 wks	<b>Time:</b>	10:00 -12:00

### Course Content/Syllabus

This course will include the following topics:

- Source documents
- Cash book
- Bank reconciliations
- Petty cash
- Sales and purchase returns
- Calculations: sales tax, purchase tax
- Calculations: trade & settlement discounts

**After completing the course, students should be able to:**

- Complete financial documents such as invoices or credit notes.
- Record cash and credit transactions in books of original entry.
- Prepare bank reconciliation
- Understand the petty cash imprest system and trial balances.

### Assessment Methods

Written examination at the end of the course.  
This course leads to the C&G Level 1 qualification.

### Home Study

Home study is essential in order to achieve

### Attendance

Regular attendance is required. **All students enrolling on this course must take the accreditation.**

### Entry Requirements

Basic numeracy skills

### English, Maths & IT Entry Requirements

Basic numeracy skills

**Please note that you must send the pre-entry assessment form with your enrolment and fee, so that we can identify any additional support needs. The form is in the prospectus or available from [www.scola.ac.uk/enrol/form](http://www.scola.ac.uk/enrol/form)**

### Exam Fees

Any applicable exam fees are included in the course costs.

### Extra Costs (eg course materials & textbooks)

- A4 lined paper
- Calculator

You are advised not to purchase text-books or equipment until the course is confirmed.

### For your first session, please bring:

- A4 lined paper
- calculator

### Extra Help With Your Learning

For details of additional support, please request the learning support leaflet and indicate your needs on the enrolment form.

### Progression/Further Opportunities:

Book keeping Level 2 & 3  
SAGE computerised accounts