

Course Title:		Book - Keeping – Level 1 C&G			
Course Code:		W1213BES	Centre:	Wallington	
Day:	Mon	Start Date:	10/01/11	Length:	11 wks
		Time:	19:00 -21:00		

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

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