

General Enquiries

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Level 1 Award in Bookkeeping and Accounts

Location	Stretford Campus
Full/Part time	Part-Time
Department	Accounting & Finance

Course Overview

This course is delivered by an experienced tutor and is designed to help the learner develop their finance and business skills. It is ideal for anyone interested in starting a career in bookkeeping and accountancy or for those thinking about starting up their own business.

Sessions are delivered with a mix of tutor lead presentations, group discussions and practical exercises. In addition, learners will be given short tasks to complete away from the classroom.

Course Start Date

05/10/2023

Course Duration

Part-Time - 3 Months

Course Requirements

There are no formal entry requirements for this course but you should have a basic understanding of maths

Course Skills & Benefits

During this short programme you will learn how to:

- **Identify and accurately record income and expenditure**
- **Identify profit and loss**
- **Enter receipts and payments into cash books**
- **Make transfers into ledger accounts**
- **Check amounts against bank statements**
- **Understand and apply correct terminology**

Course Progression

Learners may consider undertaking a nationally recognised AAT Accountancy qualification with this college.

Course Assessment

Learners will complete short tasks and a mock test. To achieve the City and Guilds Level 1 Award in Bookkeeping and Accounts, learners will need to sit a 1.5 hour exam.

Course Finance

The Tuition fee for this course is £150.00

19+ Learners may be eligible for a FREE course if they are:

Unemployed and in receipt of an income-based benefit (for example JSA, ESA or Universal Credit)

Studying a qualification below Level 3 and employed and earning less than £20,888

Your eligibility for a free course will be assessed and confirmed at enrolment.