

Basic Book-keeping

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

Prerequisites: None

Objectives: To 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

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

Course duration: 14 Hours

What next:

Sales Ledger

Purchase Ledger

Final Accounts I

Final Accounts II

Excel 2003 Proficient

Sage Line 50 Accounts