

Course Code: G2149

Published: 09/08/2010

Key Facts

Mode Of Course

Part-time Courses

Entry Requirements

No formal entry requirements

Qualification Aim

Book-Keeping Introduction - College Certificate

Start Date

23rd Sept 2010

Course Overview

This one-term course is designed as a 'gentle introduction' and is suitable for those wishing to understand the basic principles of book-keeping.

Course Structure

The course covers the key books used in accounts, and so would also be of interest to people running small local businesses, including:

- Purchase and Sales
- Day Books
- Petty Cash Book
- Cash Book
- Bank Reconciliation

Qualification Aims

Candidates could progress to either C&G Level 1 - Manual or Computerised Book-keeping (or both)

Assessments/Examinations

There are no formal examinations.

Assessment is by in-class exercises.

Candidates successfully completing the course will receive a College Certificate.

Cost/Equipment

Tuition fee £235

Free tuition is available to those in receipt of certain means tested benefits or to their un-waged dependants.

If you are not on benefits but find it difficult to pay any course related costs because of financial hardship, contact Student Welfare on 01843 605048 to make an appointment with a welfare advisor.

Entry Requirements

There are no formal entry qualifications required but students must possess reasonable numeracy and literacy skills.

Start Date

Thursday 23rd September 2010 - 6.30 - 8.30pm (12 weeks)

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How to Apply

If you wish to apply for any of our courses, please complete and return an application form.

If you have any problems completing the form or have any questions regarding the application process, please contact our Student Admissions team on 01843 605049, or email student_admissions@thanet.ac.uk.