

Course Code: G2200

Published: 09/08/2010

Key Facts

Mode Of Course

Part-time Courses

Entry Requirements

No formal entry requirements

Qualification Aim

City & Guilds Level 1 Award in Book-keeping and Accounts

Start Date

13 January 2011

Course Overview

This course is designed as a follow up to the Introduction to Book-keeping Course. Students will be interested in seeking employment in book-keeping, keeping the accounts of a small business, or progressing to further studies in accounting.

This qualification at Level 1 evaluates learners abilities to produce accounts for businesses. It is suitable for anyone looking for a qualification as the starting point for a career in book-keeping and accounts.

Course Structure

The programme will cover topics to provide you with the skills to be able to:

- Know how to complete financial documents
- record cash and credit transactions in books of original entry
- prepare bank reconciliation
- understand the petty cash imprest system
- extract a trial balance from ledger accounts

Qualification Aims

The aims of these qualifications are to meet the needs of candidates who work or want to work in job roles such as:

- Accounting technicians
- Accounts/Finance clerks
- Private practice accountants

Allow candidate to learn, develop and practice the skills required for employment and/or career progression in the accounting sector

Assessments/Examinations

For this qualification, candidates will be required to complete one externally set and marked test.

Examination: 1 hour and 30 minutes

Assessments will be graded Pass or First Class Pass

The examination paper will take the format of a number of practical tasks. All areas of the syllabus will be tested on every paper and questions will follow a standard format, although details will vary on each paper.

Cost/Equipment

Tuition fee £210

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Students will need to pay an examination fee of £22.00 plus £1.50 p&p.

Students may purchase a recommended textbook, currently retailing at approximately £22

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 but students must possess reasonable numeracy and literacy skills. Learners would benefit from having completed the Introduction to Book-keeping course.

Start Date

13th January 2011

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.