Bookkeeping Access Award Level 1

Study Mode: Part time | Course Level: 1

Is this course right for me?

Are you passionate about working towards an AAT qualification?

Looking to start a career in accounting and finance?

Already working in accounting and finance and need a professional qualification?

Then this course is right for you!

Entry Requirements

There are no entry requirements for this course, however you will be required to undergo an initial assessment to determine your suitability for the programme.

What will I learn?

During this course you will study:-

- Role of a bookkeeper

- The process of buying and selling

- Production of financial documents

- Understanding the preparation of sales invoices and credit notes

- Checking purchase invoices and credit notes for errors

- Books of prime entry

- Dual effect concept

- Receipts and payments

- Banking systems

What skills will I gain?

By studying this course you will develop your understanding of:

- The role and responsibilities of a bookkeeper

- Maintaining confidentiality in the work place

- Effects of inaccurate information

- The range of financial transactions

- Assets/ liabilities/income /expenses

- Knowledge of credit and cash transactions

- Calculating NET / VAT/ GROSS

- The flow of documents

- Key terminology

- Discounts (trade/bulk)

- Books of prime entry / sales /purchases / sales returns /purchase returns

- Dual effect/ double entry

- Ledger accounts

- Receipts /payments

- Cash book /cash receipts

- Banking systems

How will I be assessed?

You will be required to take a computer-based assessment.

What can I do next?

After you have successfully completed this course you can progress on to :-

- AAT Level 1 Award in Accounting Software (sage 50)

Why study with us?

Throughout the course you will be taught by expereinced tutors who will encourage and supoprt you to achieve your qualification and progress to the next level of study.

Delivery

Location: Wellington Road Campus
Start Date: 02/09/2024
Day:
Time:
Course Fee:
Course Code: X0008
Study Mode: Part time

Apply online: **www.wolvcoll.ac.uk/apply**