

Introduction to Book-keeping

This introduction course is designed to introduce learners to some of the basic concepts of book-keeping and accounting, particularly double entry book-keeping and applying discounts to invoices.

It is an excellent starting point to discover some of the basic principles and concepts. Learners will participate in practical activities to apply principles to ledgers, petty cash and day books.

Learners are encouraged to attend the FREE Math for Book-keeping and Accounts Multiply course before attending this course. Upon successful completion of the Introduction to Book-keeping, learners can progress onto the Level 1 Book keeping course.

Start Date:	17 March 2025
Start Time:	18:30
Lessons:	3
Weeks:	3
Hours:	7.50

Venue

Medway Learning and Skills Hub
Unit 2
Britton Farm Street
ME7 1GX

What will I learn on this course?

1. How to calculate using percentages including tax and discounts
2. How to make entries into day books
3. Record transactions using double entry book keeping

Is this course suitable for me?

This course is suitable for anyone interested in book-keeping or accounting.

Is there anything I need to know about the course?

Bring a notebook, calculator and a pen to make personal study notes and you may want a folder to keep printouts. You will need to complete homework and activities outside of the classroom to support your learning.

What could I go on to do after this course?

Specialist advice is available from your tutor to help you identify the best course for you. You may wish to further develop your skills and gain accreditation by enrolling on the Level 1 Award in Book-keeping and Accounts course or business administration.

If you wish to explore your learning, work or career options, you can speak to a fully trained careers advisor on 0800 100 900. <https://nationalcareersservice.direct.gov.uk>

If you need further advice please telephone 01634 338400.

How are digital skills used and enhanced on this course

You may have the opportunity to use computers with internet access in class time. You may need to use the internet for some or all of your course - using a mobile phone, tablet or computer. The tutor will speak to you about useful websites, apps and online resources which you may be asked to use for homework.

Attendance Policy

In order to get the most out of your course you will need to attend as many sessions as possible. We recommend at least 90%. If you do have a holiday booked during term time please let the tutor know in advance so that we can help you catch up on missed sessions and ensure that you still achieve the course outcomes. If you are unavoidably ill or unable to attend, please contact 01634 338400 so that we can let your tutor know, and so they can send you any work you may have missed

Health and Safety

We try to make sure your class is as safe as possible. If you are worried about anything, please talk to your tutor or our Safeguarding Officer.