

BOOK-KEEPING COURSE

The CPD Standards Office

CPD PROVIDER: 21228
2015 - 2017

www.cpdstandards.com



TESTIMONIALS

..".....the tutor was a good communicator and made a lot of effort to help the students"
Marco Di Cecco

"very good trainer, explains everything clearly and makes himself clearly understandable" **Janos Szabo, CRESTON**

OBJECTIVE

To provide a thorough and clear understanding of the basic principles of book-keeping and introduction to computerised bookkeeping.

COURSE FORMAT

Tutor led two day course with an assessment to be completed at a later date, after the delegates have done revision and practical exercises.

COURSE CONTENT

Invoicing and Basic Bookkeeping entries:

- The completion of financial documents such as invoices and credit notes
- The recording of cash and credit transactions
- Practical explanation of double entry system
- Posting of ledgers and relevance of T accounts
- The preparing and balancing of a bank reconciliation
- Petty Cash

Introduction to Accounting

- Year-end adjustments including accruals, depreciation, pre-payments etc.
- Journals.

Trial Balances and Financial Statements

- Preparing a trial balance from raw data
- Extended trial balances and year-end adjustments.
- The creation of straightforward Profit & Loss and Balance sheet reports from trial balance.



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ADDITIONAL INFO

The course teaches the fundamentals of bookkeeping by explaining the underlying principles.

The course will explain how this knowledge is applied when performing computerised book-keeping and offers a supplement in computerised book-keeping as an option.

This enables people working in accounts to understand their job rather than merely 'follow procedures', which can help them progress and, indeed, excel over time.

DATES AND DURATION

Two day course 10:30 to 16:30 with an exam to be completed at a near later date after revision and practice.

SUITABLE FOR

A variety of students including school leavers, office staff and business people generally.

COURSE REQUIREMENTS

A good basic education including maths; common sense and a willingness to learn.

BENEFITS

An understanding of the underlying building blocks of finance; ability to apply for entry level financial jobs and pursue further training at higher level in Finance.

OUTCOME

CPD accredited certification after successful completion.

CPD Accredited Course

The course and certification are fully CPD accredited

SOUTERS
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