

## Course Description and Outline

<b>Course Title</b>	Introduction to Bookkeeping		
<b>Level of Course</b>	Beginners	<b>Course Code</b>	A1388
<b>Duration in Weeks</b>	2		
<b>Brief Description of Course</b>	This short course offers a brief introduction to Bookkeeping and provides the underpinning knowledge required for our Sage accounting courses.		
<b>Entry Requirements</b>	This course is for complete beginners.		
<b>Main Learning Outcomes for all Learners (Maximum of 5) By the end of the course you will be able to:</b>			
<b>1</b>	State the purpose of bookkeeping in an organisation		
<b>2</b>	Name three documents used in bookkeeping		
<b>3</b>	Carry out routine bookkeeping processes		
<b>4</b>			
<b>5</b>			
<b>Equipment Required What will I need to bring to class?</b>	You will need to bring your enrolment slip, a notebook and pen..		
<b>What courses can I go on to?</b>	Sage Accounting Beginners		

**What examination or assessment will there be and what will it involve?**

At the start of the course you will complete an Initial Assessment which will provide a starting point for your learning. The Tutor will continuously assess your work and keep a record of your progress.

**How will I know I am making progress?**

You will receive regular feedback on practical tasks which will highlight your strengths and areas for development. You will have an individual learning plan to monitor your own progress, and you may also want to keep your own diary of your progress.

You will gain more from the course if you commit time to practising outside the classroom.

**Is there anything else I need to know?**

In general, we will not allow late entry to any course. In all cases the full fee will be charged

You can discuss issues with your Tutor or the Assistant Programme Manager at any time during the course.

**What if I want extra support?**

Come and see one of our experienced and friendly advisors. For further information, email [ideastore@towerhamlets.gov.uk](mailto:ideastore@towerhamlets.gov.uk) and a member of the team will get back to you.

This is a brief description of the course content and is not definitive or exhaustive. The course content may be subject to change without notice however the details above are intended to give a picture of the types of activities which may be included on the course.

Course outlines provide a general summary of the contents and material to be covered during lessons. They are subject to change at the discretion of teachers to meet the needs of learners and should not be regarded as prescriptive lists of activities to be covered.

Course Outline V.7