

New Directions College Course Information 2023-24

COURSE:	Level 1 Award in Accounting and Book-keeping
LEVEL:	Level 1
MODE OF DELIVERY:	Face to face
DURATION:	12 weeks
ACCREDITED/NON-ACCREDITED:	Accredited
ENTRY REQUIREMENT:	Basic understanding of spoken and written English and knowledge of Maths.
PROGRESSION:	Level 2 and 3 NVQ in Accounting. City & Guilds Level 1-3 Award in Business Finance, City & Guilds Level 1-3 Award in Computerised Accounts

COURSE DESCRIPTION:

The aim of the qualification is to provide candidates with an introduction to book-keeping practices and to process source documents that underpin accurate record keeping. It covers a range of topics from basic book-keeping practices to the recording and interpretation of complex financial transactions.

TOPICS COVERED:	METHOD OF ASSESSMENT:	KEY DATES:
INTRODUCTION TO BOOK-KEEPING PRACTICES AND TO PROCESS SOURCE DOCUMENTS THAT UNDERPIN ACCURATE RECORD KEEPING	WORKBOOKS	COURSE START IN SEPTEMBER AND MARCH EACH YEAR
SKILLS TO BE GAINED:	KNOWLEDGE TO BE GAINED:	PERSONAL DEVELOPMENT OPPORTUNITIES:
	Introduction to book-keeping practices and to process source documents that underpin accurate record keeping	
REQUIRED LEARNING MATERIALS:	SUGGESTED READING:	ADDITIONAL INFORMATION: