



Community Education  
 Witchford Village College  
 Manor Road, Witchford, CB6 2JA  
[www.witchfordcollege.co.uk](http://www.witchfordcollege.co.uk)  
 Tel: 01353 664468

## Course Information

# Book Keeping and Accounts

## Level 1

You will learn to undertake basic bookkeeping principles. The course is split into three units:

- The completion of financial documents such as invoices and credit notes
- The recording of cash and credit transactions in books of original entry
- Preparing bank reconciliation
- Understanding the petty cash imprest systems and trial balances

Target Group	This course is suitable for beginners and for those who would like to further their accounting knowledge.	
Skills or entry qualification	No previous experience or knowledge required.	
Programme area	15	
Venue	Witchford Village College	
Start Date	29 September 2010	
Day of the week	Wednesday	
Time	7.15 p.m. to 9.15 p.m.	
No. of Weeks	10	
No. of Terms	1	
Learning Outcomes	You will learn through practical tasks, lectures, demonstrations and group discussions in class. You will be encouraged to practice and complete tasks at home.	
How will your progress and success be monitored and recorded?	Your progress will be monitored with informal feedback from tutor and also with the completion of past examination papers.	
Course Level	Mixed Ability	
	Pre Entry	
	Level 1	✓

	Level 2 equivalent to 5 A-Cs GCSE or NVQ2	
	Level 3 equivalent GCE A Level	
Awarding Body	City & Guilds	
External Assessment	By Exam	√
	By Coursework or Portfolio	
Assessment fee	TBA	
Tuition Fee	£85	
Concessionary fee	£64	
Additional Costs	N/A	
Requirements for first class	Pen, notebook and calculator.	
Progression post achievement	You may wish to progress onto the Book Keeping and Accounts Level 2 in January.	
What else will you have to do	We ask all students to complete an Enrolment form giving your details and it includes specific information for student monitoring by the Learning & Skills Council and is a requirement of entry to the course.	
How do we know if you are happy with your course	We will offer you the opportunity to complete a mid and end of course evaluation, where you can let us have your feedback on the tuition and other elements of your course. We encourage your views as it enables us to improve the courses we offer. You may contact us at other times if you wish.	
What else do we ask of you?	We would like you to let us know if you are unable to turn up to a class or are having any long-term difficulties. We like to know if there is a problem.	
Equalities Statement	WVC operates an Equality of Opportunity policy. We will ensure that resources and equipment are accessible to all and make reasonable adjustments to ensure that all can access activities. If you have specific needs, which may affect your learning you are entitled to a confidential interview where we can look at the support you require. We believe that everyone is entitled to learn in an environment that is free from discriminatory behaviour, building a learning community based on mutual respect and trust.	
Contact Us:	Email <a href="mailto:scook2@witchfordvillage.cambs.sch.uk">scook2@witchfordvillage.cambs.sch.uk</a> Or telephone 01353 664468.	