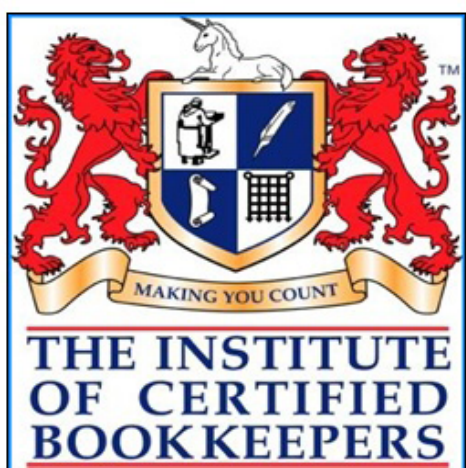




Bookkeeping Course Level 1 Course

Bookkeeping Course Information



Average Salary

London	£26K
Midlands	£20K
East	£22K
Wales	£18K
North East	£18K
South East	£22K
Scotland	£18K



- 10% off at Ben Sherman
- 15% off at Bench
- 15% off at Firetrap
- 10% off at JJB Sports
- 10% off at La Senza
- 10% off at Selfridges
- 40% off at Nicky Clarke Hair Salons
- 10% off at Oasis
- 25% off the student price at Odeon Cinemas
- £2.00 per hour off with BSM driving school

Student of the year competition:

Achieve a better career with a Bookkeeping Course Level: 1

ICB Level 1 Bookkeeping Course: This course will take students through the first stages of becoming a fully qualified and professional bookkeeper. Starting right from the very basics this allows students from all backgrounds to pursue an exciting career. Bookkeeping can be a very exciting, challenging and financially rewarding career. Learn to understand how a business works on a day to day basis at the same time producing accurate figures detailing exactly how the business is doing.

All businesses no matter how small are required by law to produce financial records. If you are disciplined and methodical in your approach then bookkeeping could well be with career for you. This subject proves to be very popular with mothers trying to find a work and family balance.

Many have found that working from home on a part time basis will provide a sound financial income in between the school run and school holidays.

Bookkeeping provides a recession proof income and career for any student moving into this field. In fact this is one of the few business that actually gets busier during a recession as many of our past students are now finding out. Join the growing list of qualified students looking to improve their prospects and Income.



Opportunity to be nominated for our student of the year competition

"Nice and simple to follow! Well laid out"

Doreen McClain
(Fife, Scotland)

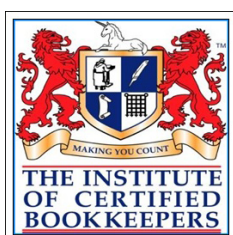
"I completed this course in 3 weeks. I've now started level 2"

Leanne Mills
(Mumbles, Swansea)

"I have just landed a job as a credit controller thanks to this course"

Brendan Shaughnessy
(Watford, Herts)

ICB Level 1 Bookkeeping Certificate



Qualifications and Careers



Bookkeeping Course Level 1 Course

Bookkeeping Course Information

Course Duration & Fees

All students have one year to complete this course from date of registration.

Students are welcome to complete this course as quickly as they want to.

On average this course is completed in **60 hours (3/4 months)**.

Extensions can be arranged if students do not complete within the year and charges will apply.

We would ask you to contact our office on **0800 0131030** for latest extension fees if required.

We recommend that students complete **2-3 hours per week** as a minimum to get the most from this course. Remember to work out a study plan / timetable before you start and try and stick to it.

Hrs per week

Estimated Completion

3 hours	10 Months
4 hours	8 Months
5 Hours	6 Months
10 Hours	3 Months

Fees

[See website](#)

Syllabus

Unit 1

Double entry bookkeeping
Revenue and capital items
The Journal
Balance ledger accounts

Unit 2

Enter credit transactions into the ledgers
Parts of the ledger
Two column cash book
Analysed cash book

Unit 3

Value added tax
Calculate VAT
Record VAT in the accounts
Vat inclusive figures
Trade and cash discount and its effect on VAT
Write off a bad debt, understanding the effects of VAT

Unit 4

Day books
Payroll transactions
Errors of omission, commission, principal, original entry, reversal and compensation

Why UK Open College?

- Learn from home
- Affordable – Pay monthly
- All materials provided!
- Unlimited support!

- No previous qualifications required!
- No set term times – Enrol anytime!
- Total flexibility