

Session 2009/2010

City and Guilds Pitman Qualifications Manual Bookkeeping and Accounts Levels 1 and 2

Part-Time Course Duration: 1 evening a week for 16 weeks for each level

	<i>Level 1</i>	<i>Level 2</i>
Day:	Tuesday	Tuesday
Time:	6.00pm – 8.00pm	6.00pm – 8.00pm
Start Date:	22 nd September 2009	23 rd February 2010

Course Outline

These courses provide a practical introduction to key topics in bookkeeping and accounts. They are suitable both for students new to the skills and knowledge required, and for those already employed in this area who wish to gain a recognised qualification. They would provide an excellent foundation for those wishing to progress to further accountancy qualifications such as the Association of Accounting Technicians (AAT).

Course Content

Level 1

An introduction to double-entry bookkeeping up to Trial Balance stage, business documents and day books, petty cash accounts, cash and bank reconciliation statements.

Level 2

Level 2 assumes knowledge of all topics covered in Level 1, and extends this knowledge to include correction of errors using the journal and suspense accounts, debtor and creditor control accounts, year-end adjustments (stock, accruals, prepayments, depreciation, etc.). All year-end adjustments are recorded in and Extended Trial Balance in preparation for The Final Accounts.

Assessment

Each level is tested by a City & Guilds Pitman exam.

Entry Requirements

As Level 1 is an introductory level course there are no specific qualifications required, though you will need to be comfortable with basic numerical calculations and have good literacy skills.

Students completing Level 1 may proceed to Level 2, but it is possible to begin at Level 2 if you have gained the knowledge required at Level 1, either through workplace experience or previous bookkeeping/accountancy studies; this would need to be discussed with the Course Manager prior to enrolling for Level 2.

Fees	<i>Tuition</i>	<i>Exam</i>
Level 1	£110	£24
Level 2	£110	£24

Required book £23 (the required book covers both Level 1 and 2)
All costs shown are approximate

Progression

Students may wish to progress to the AAT (Association of Accounting Technicians) course, or to the City & Guilds Pitman's Level 1 - 3 Computerised Accounts qualifications offered by the college.

How to Apply

Application forms can be obtained from the enrolment centre, telephone 01785 275607. You can also download an application form for part-time courses by visiting our website www.staffordcoll.ac.uk. The completed form should be returned to: Enrolment centre, Stafford College, Earl Street, Stafford ST16 2QR.

Further Information

If you would like any more information about the College or our courses, then write, visit, or telephone The Enrolment Centre on 01785 275607. Our e-mail address is: enquiries@staffordcoll.ac.uk. If you are unsure about which course to take, we can arrange for you to get the advice you need from a member of our guidance team.

Equality & Diversity

Stafford College is committed to achieving equality of opportunity for all staff, students and members of the community it serves. In doing so, the college will actively work to achieve equality regardless of age, race, skin colour, disability, gender, marital status, sexuality and faith.

Contact Details

If you wish to discuss the course in more detail you may contact:

Jane Taylor (Course Manager): Telephone 01785 275561
or e-mail: j.taylor@staffordcoll.ac.uk

Sue Evans (Faculty Manager): Telephone 01785 275534
or e-mail: s.evans@staffordcoll.ac.uk