

## Course Outline

# Basic Book-keeping

**Designed for:** Anyone wishing to improve their work prospects, business owners wanting to keep their own books or anyone wishing to retrain or improve existing skills

**Prerequisites:** None

**Objectives:** Gain a clear understanding of the basic principles of Book Keeping

## Course Content

- Module 1: record the early transactions of a business
- Module 2: complete Cash Book Payments
- Module 3: complete Cash Book Receipts
- Module 4: complete the Petty Cash Book
- Module 5: balance the Cash Book and reconcile a Bank Statement

**Course duration:** 14 Hours