

**International Association of Book-Keepers  
Level 1 Award in Manual Book-Keeping  
Summer Term 2017**

**Highlands College, Campus: Room: TU 108**

All evening classes will start at 18:00 and finish at 20:30 unless otherwise stated

| Session Number | Date               | Content                                                            |
|----------------|--------------------|--------------------------------------------------------------------|
| 1              | Thursday 20 July   | The Sole Trader & Bookkeeping and Financial Statements             |
| 2              | Thursday 27 July   | The Basic of Double Entry                                          |
| 3              | Thursday 3 August  | Introduction to VAT                                                |
| 4              | Thursday 10 August | Source Documents                                                   |
| 5              | Thursday 17 August | Set up a Bookkeeping System & Process Transactions                 |
| 6              | Thursday 24 August | Reconcile the Balance on the Bank Account and Keep Petty Cash Book |

|                                  |                                                                                                                       |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Business Development Centre Team | Email: <a href="mailto:bdc@highlands.ac.uk">bdc@highlands.ac.uk</a><br>Tel: 01534 608708                              |
| Tutor                            | Andrew Webb                                                                                                           |
| Cost                             | Full Cost: £245.00<br>Registered ISE (GST) exempt companies: £233.33<br>Includes: IAB registration fee and study text |
| Course Code                      | 1666IAB108                                                                                                            |

### Who is this course for?

The International Association of Bookkeepers (IAB) qualifications are designed for those who already work in a bookkeeping role or those looking for a change of careers into bookkeeping.

### How long is this course and when does it run?

The programme is part-time, one evening session per week for 6 weeks (6.00pm-8.30pm) or as three Saturday Sessions (9.00am-2.30pm)

### Where is this course run?

Highlands College

### What are the entry requirements for this course?

This is a Level 1 qualification as defined within the regulations of the Qualification and Credit Framework. There are no formal entry requirements; however it is recommended that prospective candidates will already have basic skills in both numeracy and literacy prior to embarking on a course of study for this qualification.

### What you will study on this course?

The units for this qualification are:

- Introduction to double entry bookkeeping
- Keep double entry records and prepare a trial balance
- Prepare reconciliations

### How will it be assessed?

Delegates are assessed by online knowledge tests and assignments during the course your tutor will advise when assignments need to be completed.

### What qualification will I gain?

The learner will receive a certificate to confirm the achievement of the Level 1 Award in Manual Bookkeeping (RQF). The certificate will include the full name and accreditation number of the qualification. We recommend progression onto our Level 2 Awards in Manual Book-Keeping.

### What does this course lead on to?

Qualifications are designed to equip candidates with the necessary knowledge and skills for a particular occupational role.

### How much will it cost?

Level 1 Award full cost £245.00 Registered ISE (GST) exempt companies £233.33