

LEVEL ONE AWARD IN BOOKKEEPING SKILLS (COMPUTERISED)

This qualification is aimed at those candidates who are new to bookkeeping or who wish to refresh their skills.

Who is this course suitable for?

The qualification is suitable for those who are studying in preparation for employment in bookkeeping job roles. It is also suitable for those who are already employed in bookkeeping/data processing roles and who wish to develop their skills.

This course is suitable for those candidates who are actively seeking employment, who are in receipt of benefits or who have been made redundant or under notice or threat of redundancy.

Do I need any experience?

You do not need to have any prior knowledge of bookkeeping.

What will I gain from this course?

You will gain an OCR Level 1 Award in Bookkeeping Skills

What progression and career opportunities will this lead to?

You can progress to:-

- > Level 2 Certificate in Bookkeeping and Accounting Skills. You can also progress on to qualifications such as AAT and CIPFA.

Career progressions can include preparation and maintenance of accounting and data processing system.

What are the specific details of this course?

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| > Venue
College venue | > Duration
10 days with Business Enterprise |
| > Times
9am to 4.30pm | > Cost
Free |



What will I learn on this course?

There are two mandatory units on this course:

- > Record routine bookkeeping transactions using a computerised system
- > Prepare and record sales using a computerised system



How do I get further information?

To arrange for an interview from one of our experienced staff please contact our Customer Service Team via email or text. Alternatively, visit our Business Development Centre in person and speak directly to a member of the Customer Service Team. Your local Jobcentre Plus Advisor can also refer you for an interview with us.

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