

## Basic Bookkeeping Curriculum Guide Discovery Community

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Discovery COMMUNITY COLLEGE Last Revised 01 Nov. 10 Basic Bookkeeping CG.doc Page 1 of 2 BASIC BOOKKEEPING Curriculum Guide PURPOSE This course is designed to provide the learner with the basic skills and knowledge required to perform manual bookkeeping functions. Essential bookkeeping concepts will be reviewed and applied.

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Bookkeeping 101 Single Entry where figures are entered once - this is the cash book - great for starting up small and for easing you in to the next method. Double entry where the same amount is literally entered twice to 'balance the books' - a term you may have heard before.

*Free Bookkeeping Guide Made Easy for Beginners*

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### *Basic Bookkeeping Curriculum Guide Discovery Community*

Generally, your basic bookkeeping responsibilities in the UK involve the following: Keeping track of income and expenses. This involves receipts for expenses you have made and invoices for work that has been delivered. You need to file a self-assessment income tax based on your income from your business.

### *Bookkeeping For Beginners: The Basics Of Bookkeeping In The UK*

The Beginner's Guide to Bookkeeping. Bookkeeping is the process of recording all financial transactions made by a business. Bookkeepers are responsible for recording, classifying, and organizing every financial transaction that is made through the course of business operations. Bookkeeping differs from accounting.

### *The Business Owner's Guide to Accounting and Bookkeeping*

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in business, understanding basic bookkeeping concepts and best practice in bookkeeping. 2. Understanding Symbols in Bookkeeping. These modules basic idea is on symbol recognition, drawing of symbols, symbols for money in and money out, understanding income and expenses. 3. How to Keep Accounting Records. This module focuses on cash book entry; the

### *Training Manual Bookkeeping Financial & Management*

Discovery COMMUNITY COLLEGE AF Program QuickBooks - CG.doc Page 1 of 2 printed July 18, 2013 QuickBooks Curriculum Guide PURPOSE

This course is designed to provide the learner with the basic skills and knowledge required to perform a wide range of bookkeeping transactions in QuickBooks.

### *QuickBooks Curriculum Guide*

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### *Basic Education Curriculum Guide – To Sustain, Deepen and ...*

Bookkeeping certification prep course curriculum. Our Bookkeeping certification prep course curriculum covers basic bookkeeping and accounting practices and teaches you how to analyze, verify, and record financial transactions. You will dive into the world of payroll, purchasing, inventories, budgeting, cost control, and more.

### *Bookkeeping Certification Prep Course Curriculum ...*

Bookkeeping - Book keeping Course Certificate of achievement in Bookkeeping Level 1. Additional CPD Accredited Certificate with 30 CPD points available with no extra study. The course comes with easy to understand e-learning study materials. Endorsed Bookkeeping certifica ... read more

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