

General Enquiries

Tel: 0300 300 0090

Email: enquiries@stockport.tscg.ac.uk Website:
stockport.tscg.ac.uk



Introduction to Bookkeeping

Location	Stockport College
Course Type	Adult
Department	Accounting & Finance
Start Date	Tuesday 3rd November 2026
Duration	Part-time, 11 Weeks
Time	13:00:00 - 15:00:00
Fee	£ 0.00 You may be eligible for support with your tuition fees - please visit the college website - funding and finance page for further information
Course Code	SPQ-AC1Z-1700

Course Overview

This course provides a practical introduction to bookkeeping principles and procedures used in small businesses and organisations. Participants will learn how to record financial transactions, maintain accounting records, reconcile accounts, prepare basic financial reports, and understand the role of bookkeeping in business decision-making.

Course Requirements

No formal entry requirements.

What You Will Learn

By the end of the course, students will be able to:

1. Explain the purpose and importance of bookkeeping.
2. Apply the principles of double-entry bookkeeping.
3. Record transactions accurately in journals and ledgers.
4. Manage accounts receivable and accounts payable.
5. Perform bank reconciliations.
6. Process payroll basics.
7. Maintain VAT/sales tax records (where applicable).
8. Prepare a trial balance.
9. Produce basic financial statements.
10. Use bookkeeping software for simple bookkeeping tasks.

Assessment

- Weekly exercises
- Class participation
- Homework assignments

Progression

Progression onto Introduction to Sage Accounting or onto professional AAT qualifications.

Career Options

Accounting Assistant
Payroll Assistant

Mandatory Units

Introduction to Bookkeeping
Understanding Financial Transactions
Double Entry Fundamentals
Journals and Ledgers
Cash Management and Bank Reconciliation
Accounts Receivable and Accounts Payable
Payroll and Tax Basics
Trial Balance and Error Correction
Financial Statements

Contact Details

For further information please contact T: 0161 886 7070 or E: info@trafford.ac.uk

Disclaimer

Although every care has been taken to ensure that the information contained within this document is accurate, there may be changes to this programme and provision. We will endeavour to keep prospective and current students updated where appropriate and when the information becomes available.