

Our bookkeeping courses fill up quickly, so book early to avoid disappointment

## Bookkeeping with HTFT Partnership

The next scheduled dates for our **free online Bookkeeping** course are:

**3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup> and 31<sup>st</sup> January 2018**

The 5 evening course is delivered '**live online**' (evening sessions from 18:30 till 20:45) and each session is recorded – with recordings being made available as a 'Rewind and Replay' option.

The bookkeeping course covers:

- **Background to the preparation of accounts**
- **The big 3 'need to learns'**
  - The dual effect
  - Business Entity concept
  - Accounting Equation
- **Recording transactions**
- **Statement of Financial Position**
- **Statement of Profit or Loss**
- **Double entry bookkeeping**
- **Balancing the Ledger Accounts**
- **Preparation of Accounts**

Our bookkeeping course gives an individual a solid understanding of the terminology used and provides them with necessary underpinning knowledge.

Our course covers the impact that transactions have in their business (on performance and position); explores the double entry bookkeeping rules; and the creation of a trial balance, profit and loss and statement of financial position.

Individuals will be given access to the **HTFT Online Learning Community** where all resources (annotated and non-annotated notes, recordings, etc.) can be accessed.

For more information or to enrol, please email:

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