



CCG Training

# BOOKKEEPING BASICS

## Duration

1 Day

## Upcoming course dates

Saturday 22 June 2024  
9.30-4.30pm

## Venue

Crawley College

## Cost

£60 Crawley resident or  
Crawley business subsidised  
price £20

## About the course

New to or recently self-employed?  
Are you thinking of setting up your  
own business? Are you interested in  
Accountancy as a career?

This short course will give you the  
basic skills needed to complete your  
own tax returns (and keep the tax  
man happy!)

Learn how to balance the books  
and optimise your profit margins.  
Successful completion of this course  
may lead on to joining an AAT Level  
2 Bookkeeping qualification.

POWERED BY  
**LEVELLING  
UP**



 **Crawley  
College**

# CCG Training

## Course Content

- > Use number skills for bookkeeping and accounting.
- > Completing a tax return.
- > Tax deductible items.
- > Importance of NI payments.
- > What is a ledger and why is it important.
- > Calculating profit margins.
- > 'Jargon MythBusters'.

## Who can join this course?

Suitable for all. No qualifications necessary but must be comfortable with numbers and use of a calculator.

## Further information

To book this course, please fill in the application form on the courses page and email to **[train@ccgtraining.ac.uk](mailto:train@ccgtraining.ac.uk)**

All courses are run subject to demand and tutor availability. Course fees and information quoted are correct for current academic year.