



# INTRODUCTION TO BOOKKEEPING

Are you self-employed or thinking of starting a business? This course introduces essential bookkeeping skills to help you manage finances, complete tax returns, and maximize profits. Gain confidence in financial management and key accounting principles.

**DATE**

14 June 2025

**TIME**

9.30 - 16.30

**LOCATION**

Crawley College

**COST**

£60

## COURSE CONTENT

### 1 Using number skills for bookkeeping:

Improve accuracy in financial calculations.

### 2 Completing a tax return:

Learn the structure and how to file correctly.

### 3 Tax-deductible items:

Discover what expenses you can claim.

### 4 Importance of NI payments:

Understand National Insurance for the self-employed.

### 5 Understanding ledgers:

Learn how to record financial transactions.

### 6 Calculating profit margins:

Assess your business's profitability.

### 7 Jargon Myth busters:

Simplify complex accounting terms.

## WHO CAN JOIN?

Open to all. No qualifications required, but comfort with numbers is recommended.

## NEXT STEPS

Earn a college certificate and progress to an AAT Level 1 or 2 qualification in Bookkeeping or Accountancy.



**Please note: All courses are subject to demand and tutor availability. Course fees and details are accurate for the current academic year.**



**TO ENQUIRE OR TO BOOK, PLEASE SCAN THE QR CODE AND FILL IN THE BOOKING FORM.**

[crawley.ac.uk/discounted-courses](https://crawley.ac.uk/discounted-courses)