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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

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functions. Essential bookkeeping concepts will be reviewed and applied.

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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

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Generally, your basic bookkeeping responsibilities in the UK involve the

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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

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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

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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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