Skills for Life and Work

Bookkeeping

Campus: Rotherham College
Code: R28AC20
Type: Part Time

This foundational course introduces you to the core principles of accounting and double-entry bookkeeping. Designed for absolute beginners, it requires no prior financial knowledge.

You will learn how to track, record, and organize basic business transactions, building the essential skills needed for entry-level bookkeeping roles or further professional accounting studies.

About This Course

- Understand the role of an accountant and the purpose of financial accounting.
- Apply the fundamental accounting equation (Assets = Liabilities + Equity).
- Process day-to-day business transactions using the double-entry bookkeeping system.
- Prepare and balance a trial balance.
- Identify and complete basic financial documents, such as invoices and receipts.

Tuition Fees

Those aged 19 or over may not need to pay fees depending on their circumstances. Find out if you qualify for help with your fees [https://www.rotherham.ac.uk/course-fees/] .

If you need further advice or guidance please contact the Enquiries Team on **01709 362111.**

Additional Information

This course will be available at various venues across the borough.

PLEASE NOTE

We make every effort to ensure information within our online course directory is accurate and a true representation of the courses we are offering in 2026-27. However, we do reserve the right to make changes if necessary.

Last updated: 25th November 2026