

Your Business, Your Numbers: A Beginner's Guide to Accounting



Course Level: Entry Level

Campus: Stafford

Subject Type: Accounting, Business, Travel & Legal

Course Overview:

Take your first steps into the world of accounting as an adult learner with this introductory course. Get to grips with basic accounting functions and simple financial systems to help you to consider a career in this sector.

What's Covered:

During this course, you will be introduced to the fundamentals of accounting and how they apply to everyday business situations. You will learn:

- What accounting is and why it is important for businesses
- The difference between income, expenses, profit, and loss
- How to record basic financial transactions accurately
- An introduction to cash flow and why it matters
- How to read and understand simple financial statements
- Common accounting terms explained in plain language
- How good financial record-keeping supports better business decisions

By the end of the course, you will feel more confident understanding business finances and managing basic accounting information, providing a strong foundation for further learning or practical application.

This 20 GLH course provides a practical introduction to accounting for beginners and aspiring business owners. Learners will develop a clear understanding of basic accounting principles, including income and expenses, profit and loss, cash flow, and simple financial records. The course is designed to build confidence in managing business finances, interpreting key figures, and making informed financial decisions, with no prior accounting knowledge required.

Entry Requirements:

No previous accounting knowledge or experience is required — just a willingness to learn and explore how understanding your numbers can help you make better business decisions.

Assessment Information:

There are no formal assessments, just supportive learning and activities in class. You will work through an individual learning plan and receive regular feedback from your tutor.

Progression:

After this course, you may choose to:

- Progress to a Level 2 Accounting course
- Join a Maths course to build your numeracy skills and gain a qualification.

What else do I need to know?

Please note that courses run subject to minimum viable class sizes.

All materials will be provided and there will be real life practical activities for you to complete.

Our daytime classes take place in welcoming community venues close to the college, offering a convenient and supportive learning environment. You'll have the opportunity to meet like-minded adults who are also looking to develop their skills, achieve their ambitions, and take the next steps in their careers.

How do I find out more?

For further information, please contact our Adult Education Team on 01782 254211 or email adult.education@nscg.ac.uk.