

## Bookkeeping (PDA)

Dundee and Angus College

### Venues

Gardyne Campus

### Content

This practical course will develop manual book-keeping skills as well as using financial accounting software to record accounting transactions. It will also develop skills in basic payroll procedures using manual and computerised systems. The units studied will be Recording Financial Information or Recording Financial Transactions; Using Financial Accounting Software; Payroll. Suitable for those employed in the accounting/business sector or anyone seeking to gain skills in the book-keeping area. It will prepare learners for employment for positions such as accounting assistants, payroll clerks and financial administrators.

### Start Date

August

### Qualification

Other

### Study Method

Part time (evening)  
Part time (weekend)

### Course Length

34 weeks

### Department

Accounting

### Entry Requirements

No formal entry requirements.

### SCQF Level

7

### SCQF Points

«SCQFPoints»

## Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

## Address

«Address»

## Website

[www.dundeeandangus.ac.uk](http://www.dundeeandangus.ac.uk)