



Pearson LCCI Level 1 Certificate in Bookkeeping (ASE20091)

Reading and resource suggestions

(Extracted from the Teacher's Delivery Guide)

Chapter 7

Further reading and resource suggestions

- 1 Books of original entry and double entry
- 2 Accounting for payroll
- 3 Control accounts
- 4 Produce financial statements of a sole trader

All aspects of the above topics covered in this unit can be found in the following texts. Be aware of any new editions of these books released by their publishers.

Note that the books listed here may not exclusively use IAS terminology, so please ensure students are given the glossary available from this qualification's website at qualifications.pearson.com

Frank Wood, Sheila Robinson (2013) Book-keeping and Accounts
ISBN: 978-0273773061 Pearson

David Cox, Sheila Robinson (2011) Level 1 Bookkeeping Skills: For OCR QCF
ISBN: 978-1905777631 Osborne Books

Alan Sangster, Frank Wood (2011) Frank Woods Business Accounting Volume 1
12th edition
ISBN: 978-0273759188 Financial Times/Prentice Hall

David Cox, Michael Fardon (2013) Bookkeeping 1 Tutorial
ISBN: 978-1909173019 Osborne Books

David Cox, Michael Fardon (2013) Bookkeeping 2 Tutorial
ISBN: 978-1909173040 Osborne Books

BPP Learning Media (2014) AAT Control Accounts, Journals and the Banking System
ISBN: 978-1472708991 BPP Learning Media

BPP Learning Media (2014) AAT Processing Bookkeeping Transactions
ISBN: 978-1472708984 BPP Learning Media

The following references are provided as additional resources for the specific subject areas stated:

- 2 Accounting for payroll
Introduction to Payroll Systems (Level 2)
Sept. 2014

ISBN: 978-1784152048 Kaplan Publishing

(This book refers to UK payroll and taxation regulations)

Note: Payroll and taxation changes regularly. Ensure the text you use is in line with current legislation. Published books are more detailed than required at this level.

4 Prepare financial statements of a sole trader

Note: You may find the following texts helpful but they are aimed at a higher level.

David Cox (2013) Accounts Preparation Workbook

ISBN: 978-1909173156 Osborne Books

David Cox (2010) Sole Trader and Partnership Accounts Tutorial

ISBN: 978-1905777297 Osborne Books

Helpful websites

<http://catalogue.pearsoned.co.uk/educator/discipline/Accounting-Taxation/91094450.page>

Keep up to date with teaching tips, products and news.

<http://www.bized.co.uk/learn/index.htm>

Aimed at the business student but lots of examples and hints specifically for accounting students.

The learning and teaching education resource for business and economic studies including lessons plans and learning activities.

<http://www.accountingweb.co.uk/>

Aimed at accountants in practice. Useful for keeping up to date with practical matters.

A virtual community for accountancy professionals. Services include biweekly newswire, online news, questions and answers, directory of accountants and corporate advisors.

<http://www.tutor2u.net/>

Includes free resources and revision notes for students and teachers of economics, business and politics.

<http://accountancystudents.co.uk/>

Accountancy Students is an accounting community with free resources for those studying with professional accounting bodies.

<http://www.accaglobal.com/uk/en/student.html>

Find support specifically for ACCA students. This section provides information, advice and resources including syllabuses, study guides, past exam papers and more.

<http://www.osbornebooks.co.uk/home>

Osborne Books is a leading educational publisher of learning resources for Accounting qualifications.