

"Level 2 – Business Finance"



Student Profile

This programme is designed for people who wish to gain an understanding of principles and practice of Business Finance. No prior knowledge is required.

Objectives

By the end of this course you will be able to:

- The objectives of the course are to:
- Define the need for keeping books
- Describe common book-keeping methods
- Understand credit control techniques and methods
- Devise debt recovery procedures
- Understand costing and pricing models and methods
- Conduct break even analyses
- Prepare a trading budget
- Manage cash and cashflow
- Compose basic financial reports

Study Method

The course is designed for study by distance learning at work or at home. Students receive course manual, assignments and study-guide plus tutor support by mail and email. You can start at any time and plan your studies over a period of up to one year from the time of enrolment.

Assessment

Each element is followed by a written assignment, which is submitted and then marked by your tutor. There is no external examination required.

Course Accreditation

At the end of this course successful learners will receive a level 2 NCFE Award certificate of achievement. That means that it is independently accredited at a level of learning equivalent to level 2 on the National Qualifications Framework (NQF) for England, Wales and Northern Ireland. The course is provided in conjunction with Kendal Publishing Limited - a licensed NCFE centre.

NCFE is recognised as an awarding body by the qualification regulators for England, Wales and Northern Ireland. The regulators are the Office of the Qualifications and Examinations Regulator (Ofqual) in England, the Department for Children, Education, Lifelong Learning and Skills (DCELLS) in Wales and the Council for Curriculum, Examinations and Assessment (CCEA) in Northern Ireland.

Course Duration

Students may register at any time and have a full year to complete their studies. The course will take around 60 hours of study to complete.

Pack/Course Contents

Your study pack is dispatched in full at the time of enrolment and provides all you need to complete your studies:

- Study-guide.
- Comprehensive study notes for each element of the course.
- Self-assessment activities.
- Assignments.
- Tutor support.
- Assignment marking & feedback.
- Certification.

Price and Payment Methods

Please refer to current price list or call for details.

Course Contents

This course consists of four units of study:

Module 1: Book-keeping

- Why keep books?
- Book-keeping methods
- Introduction to VAT
- The analysed cash book
- Sales and purchase day books
- Reconciling the bank account
- Double entry book-keeping
- Single entry systems

Module 2: Credit Control

- Cracking the credit problem
- Is my customer credit worthy?
- Credit control routines
- Debt recovery through the courts
- Statutory demands, insolvency and bankruptcy
- VAT and tax relief for bad debts

Module 3: Costing & Pricing

- Pricing a product
- Costing a product
- Pricing a service
- Breakeven analysis
- Contribution theory
- Absorption costing

Module 4: Management Accounting

- Budgets
- Cash flow
- Managing cash
- The trading budget
- The profit & loss account
- Management reports
- Manual accounting records
- Computerised accounting records
- Breakeven analysis



Course Provider



Accreditation Body

Training Provider details:

Focus Coaching & Training



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🌐 www.focuscoaching.org.uk