

## BOOKKEEPING COURSE – LEVEL 1 & 2 AWARDS



The **Bookkeeping – Level 2 Course** is designed for people who wish to gain an understanding of the principles of Bookkeeping as an aid to running a small business or keeping financial records of small businesses.

The course is divided into two stages, level 1 and level 2 building into a comprehensive study of bookkeeping methods. The courses teaches the practices of:

- Ledgers and cash books
- Value Added Tax
- Day books
- Double entry and cash
- Reconciling accounts
- Management accounts
- Financial accounts

On successful completion of the course you will receive a recognised level 2 certificate award (Comparable to working at GCSE or NVQ Level 2).

**Price:**  
£250.00

**Instalment Options:**  
You can spread the payments for this course over 4 monthly payments. 1 initial payment of £100.00, followed by 3 monthly payments of £50.00.

**Course Format:**  
Paper Based Course Materials

**Assessment:**  
Coursework

**Approximate Study Time:**  
90 Hours of Self Study

### The Course is divided into 2 Sections containing 9 Units:-

#### Level 1

##### ➤ **Unit One – Introduction to Keeping Financial Records**

The following topics are covered: Double entry bookkeeping; Revenue and capital items; The Journal; Balancing ledger accounts; and Trial balance.

##### ➤ **Unit Two – The Ledgers & Cash Book**

The following topics are covered: Enter credit transactions into the ledgers; Parts of the ledger; Two-column cash book; and Analysed cash book.

##### ➤ **Unit Three – Value Added Tax Records**

The following topics are covered: Value Added Tax (VAT); Calculate VAT; Record VAT in the accounts; VAT inclusive figures; Trade and cash discount and its effect on VAT; Write off a bad debt; and understanding the effect of VAT.

##### ➤ **Unit Four – Day Books**

The following topics are covered: Day books; Payroll transactions; and Errors of omission, commission, principal, original entry, reversal and compensation.

## Level 2

### ➤ **Unit One – Double Entry & Cash**

The following topics are covered: Double entry bookkeeping using control accounts; Petty Cash Imprest system; Three Column Cash Book; and Correction or errors including the Suspense Account.

### ➤ **Unit Two – Reconciling Accounts**

The following topics are covered: Reconciling customer and supplier accounts; Control accounts; and Bank reconciliation.

### ➤ **Unit Three – Accounting for Value Added Tax**

The following topics are covered: Value Added Tax (VAT); Produce a VAT return; VAT Schemes (Annual VAT Returns, Flat Rate scheme, Retail Scheme); International Trade – Import and Export; EU VAT; Partial Exemption; Non-allowable expenses; and Fuel scale charge.

### ➤ **Unit Four – Management & Financial Accounts**

The following topics are covered: Trading, Profit and Loss Account; and Balance Sheet.

### ➤ **Unit Four – End of Period Adjustments**

The following topics are covered: Adjustments; Depreciation; Prepayments and Accruals; Provision for Bad Debts; and Year End Ledger Entries.

## Pre-Requirements:

There are no particular entry requirements.

## Course Duration & Support:

Students may register at any time and have a full year to complete their studies. You also have access to a personal tutor by mail or email for a 12 month period. As the course is self study you can complete in as little or as long a time as you prefer.

## Assessment:

You will be assessed on coursework which is detailed in the course materials. Most coursework consists of short paragraph answers to set questions. Your work can be sent back to your course tutor by email or by post.

## Qualification:

The award is gained from successfully completed coursework so there is no exam to complete. On successful completion of this course, students will receive a **Level 2 Bookkeeping Certificate Award**.

This certificate award has been independently accredited at a level of learning equivalent to level 2 on the National Qualifications Framework (NQF) and is comparable to working at GCSE or NVQ Level 2.



The award is issued through NCFE. NCFE is recognised as an awarding body by the qualification regulators ('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.