

BUSINESS FINANCE COURSE – LEVEL 2 AWARD



The **Business Finance Level 2 Course** is designed for people seeking to understand and apply the principles of finance and financial control of a business.

The course is particularly suited to the general manager with responsibility for a small organisation or a department, needing a broad understanding of a range of financial planning and management techniques.

Objectives:

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 cash flow.
- Compose basic financial reports.

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

The Course Includes the Following Units:-

➤ Unit One – Book Keeping

The following topics are covered: 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 and Single entry systems.

➤ Unit Two – Credit Control

The following topics are covered: Cracking the credit problem, Is my customer credit worthy? Credit control routines, Debt recovery through the courts, Statutory demands, insolvency and bankruptcy and VAT and tax relief for bad debts.

➤ Unit Three – Costing and Pricing

The following topics are covered: Pricing a product, Costing a product, Pricing a service, Break even analysis, Contribution theory and Absorption costing.

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:
80 Hours of Self Study

➤ Unit Four – Management Accounts

The following topics are covered: Budgets, Cash flow, Managing cash, The trading budget, The profit & loss account, Management reports, Manual accounting records, Computerised accounting records and Breakeven analysis.

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 Business Finance Award**.

This 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.