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

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 studyguide 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 marked by your tutor. There is no external examination required.

Course Certification

At the end of this course successful learners will receive a Certificate of Achievement by ABC Awards and a Learner Unit Summary (which lists the details of all the units you have completed as part of your course).

The course has been endorsed under the ABC Awards' Quality Licence Scheme. This means that Kendal Publishing has undergone an external quality check to ensure that the organisation and the courses it offers, meet certain quality criteria. The completion of this course alone does not lead to an Ofqual regulated qualification but may be used as evidence of knowledge and skills towards regulated qualifications in the future. The unit summary can be used as evidence towards Recognition of Prior Learning if you wish to progress your studies in this sector. To this end the learning outcomes of the course have been benchmarked at Level 2 against level descriptors published by Ofqual, to indicate the depth of study and level of difficulty involved in successful completion by the learner.

The course itself has been designed by Kendal Publishing to meet specific learners' or employers' requirements. ABC Awards' endorsement involves a robust and rigorous quality audit by external inspectors to ensure quality is consistently met. A regular review of courses is carried out as part of the endorsement process.

ABC Awards is a leading national Awarding Organisation, regulated by Ofqual, and the Welsh Government.

Course Duration

Students may register at any time and have a full year to complete their studies. The course will take around 90 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:

- Studyguide
- 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

Course Content

The course is divided up into four units, as follows:

Unit 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

Unit 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

Unit 3: Costing & Pricing

Pricing a product
Costing a product
Pricing a service
Break even analysis
Contribution theory
Absorption costing

Unit 4: Management Accounting

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