

<b>Course Title:</b>		<b>Book - Keeping – Level 2 C&amp;G</b>					
<b>Course Code:</b>		N1003BES	<b>Centre:</b>	North Cheam	<b>Tutor:</b>	Lipi Ahmed	
<b>Day:</b>	Mon	<b>Start Date:</b>	10/01/11	<b>Length:</b>	14 wks	<b>Time:</b>	10:00-12:15

### Course Content/Syllabus

This course will include the following topics:

- Prepare ledger and control accounts
- Correct errors in business accounts
- Capital and revenue expenditure
- Depreciation
- End of year adjustments
- Trial Balance

**After completing the course, students should be able to:**

- Prepare individual accounts in purchase and sales ledgers
- Prepare purchase and sales ledger control accounts
- Check and correct errors arising from inaccurate/incomplete/missing entries in the ledger and day books
- Provide for depreciation of fixed assets
- Account for accruals, prepayments, bad debts & provide for doubtful debts
- Complete an extended trial balance

### Assessment Methods

Written examination at the end of the course.  
This course leads to the C&G Level 2 qualification.

### Home Study

Home study is essential in order to achieve

### Attendance

Regular attendance is required. **All students enrolling on this course must take the accreditation.**

### Entry Requirements

C & G Level 1 Book-Keeping

### English, Maths & IT Entry Requirements

Basic numeracy skills

**Please note that you must send the pre-entry assessment form with your enrolment and fee, so that we can identify any additional support needs. The form is in the prospectus or available from [www.scola.ac.uk/enrol/form](http://www.scola.ac.uk/enrol/form)**

### Exam Fees

Any applicable exam fees are included in the course costs.

### Extra Costs (eg course materials & textbooks)

- A4 lined paper
- Calculator

You are advised not to purchase text-books or equipment until the course is confirmed.

### For your first session, please bring:

- A4 lined paper
- Calculator

### Extra Help With Your Learning

For details of additional support, please request the learning support leaflet and indicate your needs on the enrolment form.

### Progression/Further Opportunities:

Book keeping Level 3  
SAGE computerised accounts