

Course Title:		Book - Keeping – Level 3 C&G					
Course Code:		N1004BES	Centre:	North Cheam	Tutor:	Jo Rapson	
Day:	Mon	Start Date:	13/09/10	Length:	32 wks	Time:	12:30-14:30

Course Content/Syllabus

This course will include the following topics:

- Appropriation account & Current accounts - partnership.
- Limited Company Accounts - including appropriation of profits between taxation, dividends, and revenue reserves.
- Accumulated fund for a not for profit organisation
- Manufacturing Accounting
- Statement of affairs and how to use it in accounting.
- Interpreting accounting ratios.
- Use ratios to evaluate performance and liquidity.

- Prepare a Profit and Loss Account and balance sheet
- Appropriate adjustments: closing stock, depreciation (including provision), accruals, prepayments, bad debts written off, provision for doubtful debts.

After completing the course, students should be able to:

- Prepare financial information for
- Sole traders
 - Partnerships
 - Limited liability companies
 - Not for profit organisations
 - Manufacturing accounts

Assessment Methods

Written examination at the end of the course.
This course leads to the C&G Level 3 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 2 Book-Keeping

English, Maths & IT Entry Requirements

Basic Numeracy & Literacy 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

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
- Pen

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:

SAGE Computerised Accounts