

Course Title:		Book - Keeping – Level 2 C&G			
Course Code:		N1008BES	Centre:	North Cheam	
Day:	Mon	Start Date:	10/01/11	Length:	14 wks
				Time:	12:30-14:45

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

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