



College-on-the-Net

Certificate in Business Finance (Level 2)

This course is ideal for people who wish to gain an understanding of principles and practice of Business Finance.

Course Contents:

- Study Guide
- Comprehensive Study Notes
- Self-Assessment Activities
- 4 Tutor-Marked Assignments
- Tutor Support
- Marking & Feedback
- NCFE Registration & Accreditation

NCFE Award Certificate
Level 2
Certificate in Business Finance

[Awarding Body](#)

Objectives At the end of the course you will be able to:

- Define the need for keeping records
- Describe the common book-keeping methods
- Understand credit control techniques and methods
- Conduct break even analyses
- Prepare a trading budget
- Manage cash and cashflow
- Compose basic financial reports

Module 1: Book-keeping

- Why keep books?
- Book-keeping methods
- Introduction to VAT
- The analysed cash book
- Sales & purchase day book
- Reconciling the bank acc.
- Double entry book-keeping
- Single entry systems

Module 2: Credit Control

- Cracking the credit problem
- Is my customer credit worthy?
- Credit control routines
- Debt recovery through the courts
- Statutory demands, insolvency & bankruptcy
- VAT & tax relief for bad debts

Module 3: Costing & Pricing

- Pricing a product
- Costing a Product
- Pricing a Service
- Break even Analysis
- Contribution Theory
- Absorption Costing

Module 4: Management Accounting

- Budgets
- Cashflow
- Managing cash
- The Trading budget
- The profit and loss account
- Management reports
- Manual accounting records
- Computerised accounting records
- Break even analysis

Course Provider: Study House (Kendal Publishing Ltd). A licensed NCFE centre

Course Code: BF 002



Instalment Plan

£100 Deposit
£50.00 Monthly x 3
Instalments by
Banker's Standing
Order
TOTAL £250

No Admin Fee!
[Enrol](#)



Benefits:

Distance learning
Study at home or from work
Learn at your own pace
12-month tutor support
Gain new skills & knowledge
Level 2 NCFE Award Certificate
(through Study House)
Increased Earning Potential
No hidden extra costs



Duration:

Around 60+ hours
of study required

Requirements:

No previous knowledge is
required for this course.

Assessment: Tutor-Marked
Assignments.

No external examination

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