

New Directions College
Course Information 2023-24

COURSE:	Foundation Certificate in Book-keeping Level 2
LEVEL:	Level 2
MODE OF DELIVERY:	Face to face
DURATION:	34 weeks
ACCREDITED/NON-ACCREDITED:	Accredited
ENTRY REQUIREMENT:	Basic understanding of spoken and written English and knowledge of Maths.
PROGRESSION:	Level 3 NVQ in Accounting. City & Guilds Level 1-3 Award in Business Finance, City & Guilds Level 1-3 Award in Computerised Accounts

COURSE DESCRIPTION:

These qualifications are available at levels 1-3, and evaluate learners' abilities to produce accounts for businesses. They are suitable for anyone looking for a qualification as the starting point for a career in book-keeping and accounts or who wish to enhance their skills to progress their career.

These qualifications are designed for individuals who wish to start or advance their career in the accounting sector. It covers a range of topics from basic book-keeping practices to the recording and interpretation of complex financial transactions.

TOPICS COVERED:	METHOD OF ASSESSMENT:	KEY DATES:
<ul style="list-style-type: none"> - CHECK AND CORRECT ERRORS ARISING FROM INACCURATE/INCOMPLETE/MISSING ENTRIES IN THE LEDGER AND DAY BOOKS - PROVIDE FOR DEPRECIATION OF FIXED ASSETS USING LEDGER ACCOUNTS - ACCOUNT FOR ACCRUALS, PREPAYMENTS, BAD DEBTS AND PROVIDE FOR DOUBTFUL DEBTS - PREPARE INDIVIDUAL ACCOUNTS IN PURCHASE AND SALES LEDGERS - PREPARE PURCHASE LEDGER CONTROL ACCOUNTS AND SALES LEDGER CONTROL ACCOUNTS - COMPLETE AN EXTENDED TRIAL BALANCE. 	WORKBOOKS, ASSIGNMENTS	COURSE START IN SEPTEMBER AND JANUARY EACH YEAR
SKILLS TO BE GAINED:	KNOWLEDGE TO BE GAINED:	PERSONAL DEVELOPMENT OPPORTUNITIES:
	Introduction to book-keeping practices and to process source documents that underpin accurate record keeping	
REQUIRED LEARNING MATERIALS:	SUGGESTED READING:	ADDITIONAL INFORMATION: