



Course Description

On completion of the Business Finance programme you will be able to manage accounts and implement credit control as well as understand the key factors of dealing with finance. This Business Finance training programme has been written specifically for those looking to understand and apply the principles of finance to the day-to-day running of a business.

The course provides a broad understanding of a range of financial planning and management techniques, including the analysed cash book, break even analysis, managing cash, is my customer credit worthy, among many more topics. Objectives of the Business Finance course include defining the need for keeping books, describing common bookkeeping methods, understanding credit control techniques and methods and devising debt recovery procedures.

Assessment

The OCN certificate is gained by successfully completing a series of assignments together with an end of course multi-choice questionnaire.

Modules

- * Module 1 - Book Keeping
- * Why keep books?
- * Book-keeping methods
- * Introduction to VAT
- * The analysed cash book
- * Sales and purchase day books
- * Reconciling the bank account
- * 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 and bankruptcy
- * VAT and 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 & loss account
- * Management reports
- * Manual accounting records
- * Computerised accounting records
- * Breakeven analysis

Suggested Duration: 12 Weeks

Level: 2

Format: Paper

Awarding Body: OCN

HOW TO REGISTER FOR THIS COURSE

To register for and purchase this course, please contact NCC Home Learning in any one of the following ways:

Freephone Telephone: 0800 970 2522

Mail: The Woodside Centre, Catchdale Moss Lane, Eccleston, St Helens, WA10 5QJ

Email: enquiries@ncchomelearning.co.uk

Online: www.ncchomelearning.co.uk