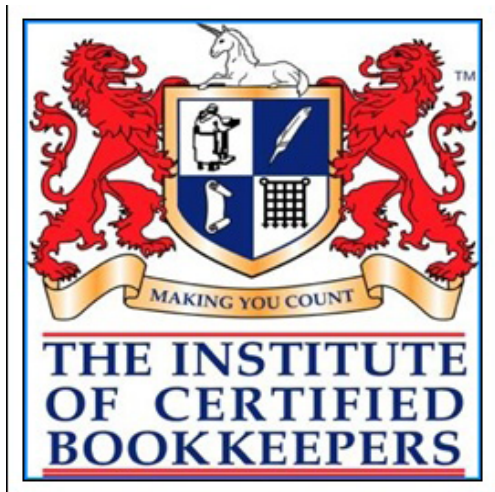




## Bookkeeping Course Level 2 Course

Bookkeeping Course Information



### Average Salary

London	£26K
Midlands	£20K
East	£22K
Wales	£18K
North East	£18K
South East	£22K
Scotland	£18K



- 10% off at Ben Sherman
- 15% off at Bench
- 15% off at Firetrap
- 10% off at JJB Sports
- 10% off at La Senza
- 10% off at Selfridges
- 40% off at Nicky Clarke Hair Salons
- 10% off at Oasis
- 25% off the student price at Odeon Cinemas
- £2.00 per hour off with BSM driving school

Student of the year competition:



Opportunity to be nominated for our student of the year competition

# Achieve a better career with a **Bookkeeping Course Level: 2**

**ICB Level 2 Bookkeeping Course:** This bookkeeping course covers the second stage in becoming ICB Certified. Increase your knowledge and at the same time your earnings potential. Level two Certification will be invaluable when searching for that new job or indeed students planning to offer a bookkeeping service to small business. Students qualified to this level can go onto offer a service to small businesses and sole traders.

This course will take students through the Intermediate stages of becoming a fully qualified and professional bookkeeper.

Bookkeeping can be a very exciting, challenging and financially rewarding career. Learn to understand how a business works on a day to day basis at the same time producing accurate figures detailing exactly how the business is doing.

All businesses no matter how small are required by law to produce financial records. If you are disciplined and methodical in your approach then bookkeeping could well be with career for you.

Bookkeeping provides a recession proof income and career for any student moving into this field. In fact this is one of the few business that actually gets busier during a recession as many of our past students are now finding out. Join the growing list of qualified students looking to improve their prospects and Income. Enrol online today!

“ Studying to suit me and not the college was excellent”

Trudi Richardson  
(Tottenham, London)

“ I’m so glad I enrolled now! Much easier than I thought it would be”

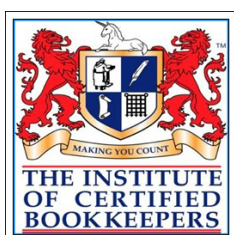
Tommy Dennison  
(Brackley, Northants)

“ I completed this course whilst visiting my family for the summer. Excellent”

Denise Cole  
(Villa Martin, Spain)

Qualifications and Careers

### ICB Level 2 Bookkeeping Certificate





## Bookkeeping Course Level 2 Course

### Bookkeeping Course Information

#### Course Duration & Fees

All students have one year to complete this course from date of registration.

Students are welcome to complete this course as quickly as they want to.

On average this course is completed in **120 hours (6/7 months)**.

Extensions can be arranged if students do not complete within the year and charges will apply. We would ask you to contact our office on **0800 0131030** for latest extension fees if required.

We recommend that students complete **3-4 hours per week** as a minimum to get the most from this course. Remember to work out a study plan / timetable before you start and try and stick to it.

Hrs per week	Estimated Completion
3 hours	10 Months
4 hours	8 Months
5 Hours	6 Months
10 Hours	3 Months

#### Fees

[See website](#)

#### Syllabus

#### Module one: Introduction to Bookkeeping

- Unit 1: Introduction to Bookkeeping
- Unit 2: Principles of the double entry bookkeeping
- Unit 3: The accounts
- Unit 4: Debit and credit entries and VAT
- Unit 5: Simple business structures and the cash book

#### Module Two: The Accounts Books

- Unit 6: Bank and cash records
- Unit 7: The ledger
- Unit 8: The day books
- Unit 10: Business documents
- Unit 11: Memorandum items
- Unit 12: Wages and salaries
- Unit 13: Stock records
- Unit 14: The journal

#### Module Three: Profit, loss and balance sheets

- Unit 15: Calculating the profit figure using the profit
- Unit 16: A trial balance
- Unit 17: The balance sheet
- Unit 18: The accounts of clubs
- Unit 19: Credit control
- Unit 20: Partnerships

## Why UK Open College?

- Learn from home
- Affordable – Pay monthly
- All materials provided!
- Unlimited support!
- No previous qualifications required!
- No set term times – Enrol anytime!
- Total flexibility