

# Book-keeping Level 2 (Module 1)

People with strong book-keeping skills are always in demand. This course is designed to give you an advantage over others with less experience, teaching you double-entry book-keeping.

Our book-keeping training is covered by eight lessons and unlike some book-keeping courses, our flexible, self-study methods mean you're in charge of your progress.

The book-keeping course leaves you with a handy workbook as a reference guide.

## Designed for

Those who wish to learn manual book-keeping.

## Prerequisites

An aptitude for figures, as well as a high degree of motivation to learn manual book-keeping.

## Objectives

To teach manual book-keeping to cover unit 1 of the OCR Level 2 Certificate in Accounting and part of the IAB Level 2 Certificate in Book-keeping examination, as well as introduce the basics of keeping accurate accounting records to those running a small business.

## Course Content

**Lesson One:** The role of the book-keeper, the difference between capital, assets and liabilities, the dual effect of transactions and the double entry system, the accounting equation, the difference between cash and credit transactions, preparing simple balance sheets, identifying transactions in ledger accounts.

**Lesson Two:** The basic principles of Value Added Tax, calculating VAT, constructing sales invoices, trade and cash discounts, posting sales invoices to the General Ledger.

**Lesson Three:** Checking purchase invoices for accuracy, credit notes, posting purchase invoices and credit notes to the General Ledger, the purpose of the Purchases Day Book, Purchase Ledger, posting an Analysed Day Book to the General Ledger and Purchase Ledger.

**Lesson Four:** purpose of an Analysed Sales Day Book, making postings to the General Ledger and Sales Ledger, understanding why Returns Day Books are used, identifying debit and credit entries, using day books confidently and accurately.

**Lesson Five:** Why the Cash Book is used, processing Cash Book payments and receipts, balancing the Cash Book, preparing a postings list, preparing a 3 column Cash Book

**Lesson Six:** Why the Petty Cash Book is used, processing Petty Cash payments and receipts, balancing the Petty Cash Book, preparing a cheque requisition

**Lesson Seven:** Using a Postings List to update the General Ledger, updating the Sales and Purchase Ledger from the Cash Book, balancing ledger accounts, posting balances from a list, coding day books

**Lesson Eight:** The purpose of a trial balance, preparing a trial balance, demonstrating the ability to maintain day books, prepare ledger balances and extract a trial balance

## Benefits

- Learn double-entry book-keeping in order to keep accurate accounting records
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A workbook to use as a reference guide on completion of the course
- The opportunity to gain the widely recognised Pitman Training Certificate

Course duration: 22 hours



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