

City & Guilds Level 2 Award in Bookkeeping and Accounts

- Designed for:** This qualification is suitable for anyone looking to develop their existing knowledge of double entry bookkeeping and year end adjustments to produce the more complex year end accounts.
- Pre-requisites:** To have completed the City & Guilds Level 1 Award in Bookkeeping and Accounts or have equivalent knowledge.
- Objectives:** The aims of the qualification are to test the learner's ability to develop introductory book-keeping practices and processes learnt in previous courses or through practical bookkeeping experience.

Course Content

There are seven learning outcomes with this course. The learner will be able to:

- Prepare ledger accounts
 - post transactions to ledger accounts
 - total and balance ledger accounts bringing down the balances
- Prepare control accounts
 - prepare control accounts from given information
 - reconcile control accounts with individual ledger account balances in the subsidiary ledger
- Correct errors in business accounts
 - identify errors in ledger accounts
 - make appropriate adjustments in the journal to record the correction of errors
 - post appropriate adjustments from the journal to ledger accounts to correct errors
 - create and clear a suspense account where necessary
- Differentiate between capital and revenue expenditure
 - understand the difference between capital and revenue expenditure
- Record depreciation
 - calculate depreciation using the appropriate method
 - prepare accounts for depreciation and provision for depreciation
- Make year end adjustments in business accounts
 - write off bad debts
 - create a provision for doubtful debts
 - make an adjustment for an amended provision for doubtful debts in the business accounts
 - enter year end adjustments in the journal
 - post year end adjustments to ledger accounts
- Prepare and complete a trial balance
 - prepare a trial balance from cash book and ledger account balances
 - prepare a revised trial balance from one initially drafted incorrectly
 - complete an extended trial balance making adjustments for the year end

Assessment

This unit will be assessed by a two hour question paper, which will be externally marked.

The examination paper consists of a number of practical tasks, all of which should be attempted by the learner but the order in which they are undertaken will not be specified. All aspects of the syllabus will be tested on every paper and questions will follow a standard format, although details will vary on each paper.

Benefits

- Learn additional book-keeping skills in order to keep accurate accounting records
- This unit is linked to the Level 2 and 3 NVQ in Accounting
- The flexibility of a self-study course with tutor support at a Pitman Training Centre designed to enable you to work at your own pace
- The opportunity to gain widely recognised Pitman Training and City & Guilds certificates

Course duration: 30 hours (approximate)

What next: City & Guilds Level 2 Award in Computerised Accounts