

**BUSINESS FINANCE**  
Level 2  
**DISTANCE LEARNING PROGRAMME**

○ **CLIENT PROFILE**

This programme from Study House is for people seeking to understand and apply the principles of finance and financial control to a business. It is particularly suited to the general manager with responsibility for a small organisation or a department, needing broad understanding of a range of financial planning and management techniques.

○ **COURSE OBJECTIVES**

At the end of the course you will be able to:

- Define the need for keeping books
- Describe common book-keeping methods
- Understand credit control techniques and methods
- Devise debt recovery procedures
- Understand costing and pricing models and methods
- Conduct break even analysis
- Prepare a trading budget
- Manage cash and cashflow
- Compose basic financial reports

○ **KEY DATA**

**Entry requirements**

There are no requirements. No prior knowledge is assumed.

**Method of study**

Distance learning enables you to complete your studies at work or at home over a timescale which suits your other commitments. No formal attendance at college is required but tutor support is included.

**Duration**

The course may take an average student approximately 60 hours to complete, including the assessment. You can register

at any time and you will have a **full year** in which to complete the course.

**Course materials**

You receive: course manual, with exercises and activities, assignments and study guide to help you plan your studies, and assessment materials.

**Assessment method**

Each element is followed by a written assignment, which you submit for marking by your Tutor. No external examination is required.

**Tutor support**

As well as marking your assignments, your Tutor is available for help by telephone and/or email.

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○ **ACCREDITATION**

This course is provided in conjunction with Kendal Publishing Ltd, a licensed **NCFE** centre, and is equivalent to Level 2 on the National Qualifications Framework. NCFE is recognised as an awarding body by the Office of the Qualifications & Examinations Regulator (Ofqual) in England, DCELLS in Wales and CCEA in N Ireland.

- **PRICE £250** including registration, materials, tuition and validation  
Or £60 deposit and 4 monthly payments of £50 (£260) (UK only)

**Overseas:** EU postage included or £20 courier. World: Add £20 Airmail signed-for delivery.

**THE DISTANCE LEARNING PARTNERSHIP**

# BUSINESS FINANCE CERTIFICATE

Level 2

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## ○ **OUTLINE CONTENT**

### **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 2: Management Accounting**

- Budgets
- Cashflow
- Managing cash
- The trading budget
- The profit & loss account
- Management reports
- Manual accounting records
- Computerised accounting records
- Breakeven analysis

### ○ **COURSE PROVIDER**

You will become a registered student of **Study House**, which is part of Kendal Publishing Ltd.



## ○ **HOW TO APPLY**

Complete our enrolment form, and send with payment (or deposit and completed Banker's Standing Order) to:

The Distance Learning Partnership  
FREEPOST SEA9262  
West Horsley  
LEATHERHEAD  
KT24 6BR

### **OVERSEAS** Send to:

Distance Learning Partnership  
PO Box 52  
EAST HORSLEY Great Britain  
KT24 6YQ

**Or:** Tel: **01483 285626** to enrol by phone or to pay your deposit by credit card

**Or:** Enrol online via our website [www.distancelearningpartnership.co.uk](http://www.distancelearningpartnership.co.uk)

For advice by e-mail: [info@distancelearningpartnership.co.uk](mailto:info@distancelearningpartnership.co.uk)

**NOTE:** We can invoice your employer on receipt of an official purchase order signed by the appropriate person.



The Distance Learning Partnership is a member of the **Association of British Correspondence Colleges** to whose Code of Ethics we subscribe.



The Distance Learning Partnership Ltd

Regd in England (No 3884393)

Regd Office: 85 Northcote Crescent W Horsley Leatherhead Surrey KT24 6LX

Directors D Brice MA DMS DipM MCIM MInstAM FIMgt I W Campbell BA ACIS Dip Distance Ed