

CPD Course in Business Finance

Open Learning Programme Information

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| <p>Programme Information</p> | <p>Course Outline</p> | <p>Module A: book-keeping</p> <ul style="list-style-type: none">• 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 <p>Module B: Credit Control</p> <ul style="list-style-type: none">• 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 <p>Module C: Costing & Pricing</p> <ul style="list-style-type: none">• Pricing a product• Costing a product• Pricing a service• Break even analysis• Contribution theory• Absorption costing <p>Module D: Management Accounting</p> <ul style="list-style-type: none">• Budgets• Cashflow• Managing cash• The trading budget• The profit & loss account• Management reports• Manual accounting records• Computerised accounting records• Breakeven analysis |
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