



# GET QUALIFIED 2012!

## OCN Level 2 Basic Book-keeping

Cost: £35.00

- Are you responsible for keeping financial records or preparing accounts for your organisation or group?
- If yes, this course is for you!

### Topics covered on the course include:

- Identify accounting terminology
- Record bank transactions
- Maintain financial records and reconcile the accounts
- Record petty cash
- Prepare financial reports
- Prepare accounts for audit

### How will I be assessed?

To achieve the award, learners will be required to produce a portfolio of work and participants will be required to undertake some learning in their own time.

### Dates and times of courses:

Monday 23 <sup>rd</sup> January 2012	10.00am – 3.00pm
Monday 30 <sup>th</sup> January 2012	10.00am – 3.00pm

### Entry Requirements:

- Learners should be in a paid or voluntary role where they are preparing financial documents, for example income, expenditure, petty cash and reports as this will need to be evidenced.

If you are interested in the course, or would like further information, please contact:

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