

AAT Level 2 Certificate in Bookkeeping

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| Location | Stretford Campus |
| Course Type | Adult |
| Department | Accounting & Finance |
| Start Date | Thursday 19th September 2024 |
| Duration | Full-time, 1 Year |
| Time | 17:00 - 21:00 |
| Fee | £ 633.00 You may be eligible for support with your tuition fees - please visit the college website - funding and finance page for further information |
| Course Code | TPQ-AC2C-1200 |

Course Overview

If you are keen to start to work in accountancy and financial management, our Level 2 course will introduce you to the basics of the industry. You will have weekly sessions on site as well as online resources to support your learning for the day time classes.

Course Requirements

You must be aged 19+. You will be asked to complete an initial assessment to ensure your numeracy and literacy skills are sufficient to do well on the course. You should be working towards a minimum of level 1 for both Maths and English to commence the programme. You must have access to a computer/laptop at home supported by Wi Fi.

What You Will Learn

This course will provide a broad and in-depth introduction to the accounting function. Students will be able to develop their skills in finance administration, which involves basic costing principles, double-entry bookkeeping, and purchase, sales and general ledgers. Students will learn how to check the accuracy of transactions, calculate sales invoices and credit note and make entries in relevant books and ledgers.

Assessment

Examinations per unit

Progression

Successful completion of this course alongside an excellent attendance record will provide you with one of the entrance requirements for the Level 3 AAT Advanced Diploma in Accounting.

Career Options

The roles you are qualified to perform after completing this qualification include:

- an Accounts Administrator
- an Accounts Assistant
- an Accounts Payable Clerk
- a Purchase/Sales Ledger Clerk
- a Trainee Accounting Technician
- a Trainee Finance Assistant.

Mandatory Units

- Introduction to Bookkeeping*
- Principles of Bookkeeping Controls*
- Principles of Costing
- The Business Environment. (Synoptic Assessment)

Students undertaking the Level 2 Certificate in Bookkeeping will only sit the exams with an asterisk*.

Contact Details

For further information please contact T: 0161 886 7070 or E: info@trafford.ac.uk

Disclaimer

Although every care has been taken to ensure that the information contained within this document is accurate, there may be changes to this programme and provision. We will endeavour to keep prospective and current students updated where appropriate and when the information becomes available.