



## **AAT Level 2 Certificate in Bookkeeping (Intensive)**

### **Study Type**

Part Time

### **Study Type Subcategory**

AAT

### **Course Area**

Business, Finance & Enterprise

### **Course Duration**

12 weeks

### **Entry Requirements**

Maths and English GCSE A\*-C or Functional Maths and English at Level 2. However, other relevant qualifications and experience will be considered on a case-by-case basis and discussed at interview.

### **Course Information**

This course delivers a solid foundation in finance administration - covering areas such as double entry bookkeeping to basic costing principles and using accounting software.

### **On this course you will study:**

Bookkeeping Transactions

Bookkeeping Controls

### **Considerations**

You will be required to obtain student membership of the AAT in time for the start of your course, at an approximate cost of £150 as well as purchasing study materials approximately £100 but your course lecturer will provide more information on this.

## **Progression**

The Foundation Certificate in Accounting can lead to employment as: Accounts administrator, Accounts assistant, Accounts payable clerk, Purchase/sales ledger clerk, Trainee accounting technician, Trainee finance assistant.