



AAT Level 2 Certificate in Bookkeeping (Intensive)

Study Type

Part Time

Study Type Subcategory

AAT

Course Area

Business, Finance & Enterprise

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.