

AAT Level 2 Foundation Certificate in Bookkeeping

Location	Stretford Campus
Full/Part time	Part-Time
Department	Accounting & Finance

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 Start Date

19/09/2023

Course Duration

Part-Time - 10 weeks

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.

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*.

Course 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. 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.**

Course Assessment

Examinations per unit

Course Finance

The Tuition fee for this course is £633. You may be eligible for a full fee remission if you are in receipt of certain benefits or earning less than £20,888 per annum (if residing within Greater Manchester)