



# BOOKKEEPING

Course Mode	Part-time
Location	Milnthorpe Road Campus (MRC)
Duration	16 Weeks
Level	2



## Course Overview

AAT is the UK's leading qualification and professional body for accounting and finance staff. The Level 2 Certificate in Bookkeeping is a short qualification that is suitable for those who work as a bookkeeper and wish to have a qualification to recognise those skills, or for those who wish to conduct bookkeeping services.

The first unit is about processing bookkeeping transactions, including understanding the double entry bookkeeping system. The second unit includes the use of control accounts and journals as well as looking at the banking system.

The qualification is assessed at the end of each unit by an AAT computer based exam.

## Entry Requirements

You should have four GCSEs at grade A\*-D, including English, but please speak to the course tutor for guidance.

# After your course

AAT is an internationally recognised qualification which is sought after by employers. This qualification is ideally suited to give students the accounting tools and skills to work in a company as a bookkeeper or to provide bookkeeping services. Students may also choose to go on to complete the AAT Level 2 Certificate in Accounting.

## Fees

£449.00

Course fees are per year. The current fee information is related to the 2019/20 academic year and is subject to change before the start of the course. Fees for 2020/21 will be updated in the Spring Term. There may also be additional costs associated with the course.

**This course is funded by the government and may be free if you are:**

- Aged 16-18 on 31/08/19
- Aged 19-23 on an Entry Level or Level 1 course with intent to progress to a Level 2 course
- Aged 19-23 on your first full Level 2 or Level 3 course
- Aged 19-23 on your first Level 4 course (if you haven't already got a Level 3 qualification)
- Aged 19+ on Functions Skills or GCSE English or Maths
- Unemployed and in receipt of JSA/ESA(WRAG)/Universal Credit or another eligible state benefit on an Entry Level, Level 1 or Level 2 course
- Member of a low income household & in financial hardship on an Entry Level, Level 1 or Level 2 course