

**Course Title:****AAT (Association of Accounting Technicians) Level 2 Foundation Certificate in Bookkeeping****Course Overview**

This AAT (Association of Accounting Technicians) Foundation course is an entry-level bookkeeping qualification, ideal for anyone who is seeking an introduction to basic bookkeeping principles and skills.

This flexible course is delivered in partnership with [Mindful Education](#) and combines online learning with face-to-face lessons in the classroom.

Please note: classroom attendance is fortnightly

**What will I learn?**

This short course, studied over four months, will equip you with the skills and knowledge needed to manage books effectively – including double entry bookkeeping, and associated documents and processes, up to Trial Balance standard.

On successful completion of the course, you will be awarded an AAT Level 2 Foundation Certificate in Bookkeeping. This internationally recognised AAT (Association of Accounting Technicians) qualification enables those working in accounting or those who looking to pursue accountancy as a career to gain knowledge, practical experience and the all-important certification often sought by employers.

This qualification can be used as a fast track to the AAT Advanced Diploma in Accounting.

**Units of Study**

- Bookkeeping Transactions
- Bookkeeping Controls

**Learning outcomes:**

The Level 2 course covers a range of key areas, including:

- Understand financial transactions within a bookkeeping system
- Process customer transactions
- Process supplier transactions
- Process receipts and payments
- Process transactions through the ledgers to the trial balance
- Understand controls in a bookkeeping system
- Use control accounts
- Use the journal
- Reconcile a bank statement with the cash book

You will also develop business communications and lifelong learning skills, applying what you learn on the course to the wider industry context.

### **Study Method – Online and On Campus**

We have partnered with [Mindful Education](#) to deliver this course through our Online and On Campus model.

**Online** video lectures are available on demand, and can be viewed from your phone, tablet or computer, meaning you can choose how, when and where you want to study. Each lesson lasts around 45 minutes and is accompanied by animations and motion graphics to bring concepts to life. Exercises, interactive case studies and analytical tools help to enhance the learning experience further.

**On campus**, you benefit from regular college classes – without having to commit to attending multiple evenings each week. Experienced tutors will discuss and reinforce what you have learnt during your online study and are on hand to provide guidance on progress and assessment. Discussion and debate with classmates will help you apply theories to situations you face in the workplace.

### **How will I be assessed?**

This course is assessed through a total of two computer-based exams, one taken at the end of each unit.

### **Entry requirements**

There are no formal entry requirements for this course. Previous knowledge of accounting or a Level 1 Bookkeeping qualification would be advantageous but not essential.

### **Progression**

On successful completion of this course, you can progress to higher levels of the AAT Accounting Qualification (Level 3 and then on to Level 4).

Students completing the AAT Advanced Certificate in Bookkeeping may wish to go on and complete the full AAT Foundation Certificate in Accounting. If you do choose to continue your studies in this way, then your achievements in the Bookkeeping qualification are carried over to the longer Accounting qualification.

### **Career opportunities**

The skills and knowledge you will gain throughout this qualification will qualify you for roles including Clerical Assistant, Trainee Bookkeeper, Accounts Clerk, Finance Assistant and Accounts Administrator.

### **Additional information**

Course duration is 15 weeks part-time: 9 in class workshops, 13 on-line classes, 7 on-line practice sessions, 2 exams.