

# AQ 2016 AAT Foundation Certificate in Accounting Level 2

## Association of Accounting Technicians (AAT)

### Level 2 Foundation Certificate in Accounting

qualification ref 601/6552/2

#### Course Offer

The course is suited for people employed in an accounting/book-keeping role, who wish to progress via a nationally recognised qualification.

The course will develop your skills in finance administration: double-entry bookkeeping, basic costing principles and purchase, sales and general ledgers.

Assessments are computer based examination. Attendance is flexible and consists of centre-based learning and work place visits.

- The Course is available through electronic learning.
- The average course is 12-15 Months; however your own length of learning will be individually agreed.
- The maximum number of workplace visits will be one visit per calendar month.
- There will be an individually agreed programme of on and off the job learning.

To achieve a level 2 Foundation Certificate in Accounting you must complete 34 credits.

#### Course Contents

Bookkeeping Transactions

Bookkeeping Controls

Elements of Costing

Using Accounting Software

Work Effectively in Finance

Foundation Synoptic Assessment

For more information about studying for work based learning contact Jude Ingram on 01507 601122 and Amanda Harrison-Bartley on 01754 610197 or [fc\_site\_email] us with your enquiry.