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AAT Level 2 Certificate in Accounting

Rolling Programme

Thursdays

Daytime 9.30am – 2pm

Evening 4.30pm – 9pm

Course Fees (to be paid in full prior to Enrolment)

Net This includes all Tuition, Resources and one exam sitting per unit. Also includes a 15% discount for payment of the course in full.	£1077.00
Vat	£136.40
Total	£1213.40

(Additional payment options are available)

What will you study? PTO for full details.

Level 2

Introduction to Bookkeeping:

- Understand how to set up bookkeeping systems
- Process customer transactions
- Process supplier transactions
- Process receipts and payments
- Process transactions into the ledger accounts

Principles of Bookkeeping Controls:

- Use control accounts
- Reconcile a bank statement with the cash book
- Use the journal
- Produce trial balances

The Business Environment:

- Understand the principles of contract law
- Understand the external business environment
- Understand key principles of corporate social responsibility (CSR), ethics and sustainability
- Understand the impact of setting up different types of business entity
- Understand the finance function within an organisation
- Produce work in appropriate formats and communicate effectively
- Understand the importance of information to business operations

Principles of Costing:

- Understand the cost recording system within an organisation
- Use cost recording techniques
- Provide information on actual and budgeted costs and income
- Use tools and techniques to support cost calculations