



**COLLYER'S**  
The College of Richard Collyer

**AAT Level 2**

Course code: PQ003

<b>Day:</b>	Thursday
<b>Time:</b>	6.00 - 9.00pm
<b>Start date:</b>	8 September 2011      34 weeks
<b>Numbers:</b>	Min 10 students - Max 15 students
<b>Course Title and Level:</b>	AAT Certificate in Accounting Level 2
<b>Course Fee:</b>	£775 (including course books and exam entries) Students will need to register as members of AAT separately
<b>Tutor:</b>	Deborah Jarvis

### Who is the Course for?

**Do I need any prior experience?** You need to have a good standard of written and spoken English & Maths. Basic IT skills will be useful. You do not need to have any previous qualifications or accounting knowledge.

**Will I need an Interview?** No

**What could I do next?** You can progress to AAT Level 3 Diploma in Accounting when you complete this level.

### What are the aims of the course?

At this level you will start to develop skills in double entry bookkeeping and gain a grasp of management and administration in the workplace. You will also learn basic costing, how to use manual and computerised accounting systems and how to work with accounting ledgers. The full AAT qualification consists of three levels and each is a standalone qualification. The five units at this level are Basic Accounting 1 & 2, Work Effectively in the Accounting Environment, Basic Costing and Computerised Accounting. This will equip you with basic finance and accounting skills that can be applied in the workplace.

### What will the sessions consist of?

Each session will build further on the development and application of accounting skills to enable you to achieve each of the five units required for Level 2. Sessions will be interactive consisting of tutor delivery and practical application of the skills; some sessions will be carried out using computers in order to develop IT skills and familiarise you with the AAT assessment requirements. The course books supplied will be needed for each unit to enable you to continue work in your own time.

### How is the course assessed?

All assessments are carried out using the AAT computer based assessment system (CBAs). Some basic IT skills will be of benefit to you. Additional IT support can be provided for this.

For further information on this qualification you can visit their website at [www.aat.org.uk](http://www.aat.org.uk)

### How can I prepare for the course?

Research the AAT website to understand the qualification in more depth and join the AAT before attending the first session. The AAT website has a wealth of information for student members.

### Key Facts

There are additional costs associated with this course. You will also need to become a student member of the AAT so that you can sit assessments.

**What Next?  
Contact us**

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