

AAT Accounting

Level 2 Certificate

Small
class
sizes

Outstanding
Support

Excellent
Progression

Industry
Expert
Teaching

Learner
Centred



AAT Accounting

The Level 2 Certificate in Accounting is ideal for anyone wishing to study accountancy and finance alongside a range of complementary business and personal skills. The purpose of the Level 2 Certificate in Accounting is to offer the foundation accounting knowledge needed to progress to employment or further study in accountancy and finance, alongside business and personal skills that are transferable to any sector and additional business knowledge relevant to accountancy.

Duration

34 weeks part-time.

Price

£1,836 * exc AAT membership. FREE subject to eligibility.

Learning Method

This course is fully delivered in the classroom.

What will I learn?

- Foundation knowledge needed to progress into employment or further study in accountancy and finance as well as business and personal skills that are transferable to any sector.
- Developing skills in double-entry bookkeeping.
- Understand how to use journals, control accounts, and a trial balance.
- Gain understanding of accounting software packages and how to process financial information in accordance with company procedures and schedules.
- How to provide information to colleagues, suppliers and customers as required.

Entry Requirements

You should have good numeracy and literacy skills and have GCSE Maths and English at Grade C/4, or an equivalent qualification. The ability to word process under time constraints is also essential.

You are also required to become a member of the AAT professional body and will need to pay the annual AAT membership fee.

Course units



Introduction to Bookkeeping



Principles of Bookkeeping



Principles of Costing



The Business Environment Synoptic Assessment

Why should you study at Runshaw?

- Gain exemptions from chartered qualifications upon completion of all three levels
- Industry expert teaching
- Excellent progression routes, as Runshaw offers Levels 2-4

Progression

On successful completion of this course, you will be awarded the AAT Level 2 Certificate in Accounting (this qualification is also known as an Introductory Certificate in Accounting). Opportunities for employment may include working as an:

- Accounts Administrator/Assistant
- Accounts Payable Clerk
- Bookkeeper
- Payroll Administrator/Officer
- Purchase/Sales Ledger Clerk
- Tax Assistant/Trainee
- Tax Accounts Technician

You may also wish to further develop your skills and knowledge by applying to the AAT Level 3 Advanced Diploma in Accounting.

Where are **you** going?

Accountant

Auditor

Bookkeeper

Payroll

Tax Advisor



#FutureYou

AAT Accounting Level 2 Certificate

Funding

This course may be FREE if you...

- Are unemployed, looking for work and in receipt of an approved benefit.
- If you are employed, earning less than £25,000 a year before tax.

If this criteria does not apply to you, then you could either get your employer to sponsor you, pay in four consecutive instalments, or pay the fee in full.

Other courses we offer

- AAT Advanced Diploma in Accounting
- L5 Associate Diploma in People Management
- L3 Software Development
- L3 Principles of Leadership and Management



Scan here to find
out more!



@RunshawAdultCol



Runshaw Adult College



runshawadultcollege

Langdale Road | Leyland | PR25 3DQ | 01772 642040
adulteducation@runshaw.ac.uk | www.runshaw.ac.uk