

Bookkeeping level 2 Certificate AAT

About the Course

Learners should choose to study this 16-week AAT Level 2 Award in Bookkeeping if they wish to develop an understanding of the basics of manual bookkeeping.

Course Learning Outcomes

To achieve this award, you would be completing 5 units:

Unit 1 Understand the role of a bookkeeper.

Unit 2 Understand financial transactions.

Unit 3 Process customer and supplier transactions

Unit 4. Process receipts and payments

Unit 5 Understand the benefits and risks of using accounting software to complete bookkeeping task.

You will need to register with AAT. Your tutor will give you more information as part of your induction.

Please note: To successfully complete this course you must commit to 100% attendance and punctuality.

What is needed for the course?

- Initial Assessment is required before you can take this course.
- You will need a calculator, notebook, and pen.
- You will need internet access and an electronic device.
- You are required to take 2 exams.

There are no specific recommended prior learning requirements for this qualification.

If you need any additional support, please call us: 02085836000.

Progression Pathway

**AAT Level 2
Certificate in
Bookkeeping**



AAT Level 3
Diploma in
Accounting

The job opportunities that this course could lead to are:

- trainee bookkeeper
- accounts administrator
- billing/payments administrator/coordinator
- accounts junior
- accounts receivable/payable assistant
- procurement and finance assistant
- assistant cashier.



We can also provide you with information, advice and guidance for employment or further learning.

- ▶ Please speak with your tutor or
- ▶ Call 020 8583 6174 to speak to an advisor or
- ▶ Email work@hounslow.gov.uk or
- ▶ Visit www.workhounslow.co.uk