

AAT Level 2 Bookkeeping Blended Learning



Course Overview

Launch your career in accounting and finance with a qualification designed for junior and entry-level roles. This course provides a rock-solid foundation in financial administration, teaching you the essential principles of double-entry bookkeeping and basic costing.

Upon successful completion, you will earn an internationally recognized certification from the Association of Accounting Technicians (AAT). Highly valued by employers, this qualification perfectly blends practical skills, industry insights, and professional credentials—making it ideal for complete beginners or those looking to formalize their existing finance experience.

What You Will Master:

- **Double-Entry Bookkeeping:** Learn the core mechanics of tracking business finances.
- **Basic Costing Principles:** Understand how businesses monitor costs and expenditure.

Technical Requirements: As this is an online, blended learning course, you must have regular access to a laptop or PC to participate.

What You Will Study

The Level 2 qualification covers key topics including:

- **Introduction to Bookkeeping** – you will learn how to set up a bookkeeping system, process and record transactions for customers and suppliers as well as receipts and payments.
- **Principles of Bookkeeping** this unit builds on your knowledge from Introduction to Bookkeeping, you will also learn how to reconcile bank accounts, how to process journals and produce a trial balance.

Alongside technical accounting skills, you will also develop business communication and lifelong learning skills, helping you apply your knowledge confidently within the wider business and finance environment.

Attendance Expectations

Delivered via blended learning, this course offers the flexibility to study at your own pace through our online portal, combined with the structure of weekly live lessons on MS

START DATE

From August 2026

LEVEL

Level 2

STUDY MODE

Part-time

DURATION

6 months

AWARDING BODY

Association of
Accounting
Technicians (AAT)

LOCATION

Blended Learning



For further information about this course, including Entry Requirements, Assessments and Further Study, scan the QR code.

Need More Information?

For additional course information please contact the Course Information Team on **01924 789111** or email courseinfo@heartofyorkshire.ac.uk.

To learn more about the Heart of Yorkshire Education Group, our facilities and how we can support you please visit our website www.heartofyorkshire.ac.uk.

Quick Links



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Heart of Yorkshire
Education Group

Teams.

How You Will Be Assessed

There is an external assessed exam at the end of each unit.

Entry Requirements

There are no formal entry requirements for this course. As this is an online blended course, you must have access to a laptop or PC.

Fee Information

This course is fully funded, subject to previous qualifications, age and post code.

You will be asked to buy a set of question bank books to support your learning.

Further Study

Upon successful completion of this course, you could progress to Level 3 Certificate in Bookkeeping or Level 3 Diploma in Accounting.

The jobs it can lead to include:

- Trainee Bookkeeper
- Finance assistant
- Accounts administrator
- Clerical Assistant.

