

Level 2 Certificate in Bookkeeping

BUSINESS & MANAGEMENT

Wakefield College



Course Overview

This introduction to the subject will also appeal to those wishing to embark on a professional career in accountancy. This course will benefit those who are working in a role requiring book-keeping skills, or are wishing to learn these skills.

The evening course at Wakefield will be carried out using a blended approach which consists of both face to face teaching and self study. The full day course at Wakefield will be all face to face teaching.

What You Will Study

Students studying this qualification will develop practical bookkeeping skills in the double-entry bookkeeping system and in using associated documents and processes while gaining an understanding that digital bookkeeping systems are automating some of the stages in the process.

Students will cover transactions for accuracy, make entries in appropriate books and ledgers and calculate sales invoices and credit notes.

The course consists of two units:

- Introduction to Bookkeeping
- Principles of Bookkeeping Controls

Attendance Expectations

You will be required to attend sessions dependant on the study method chosen (blended learning is classroom based on a Tuesday evening with an additional 3 hours required as home study). Classroom attendance must exceed 80%.

How You Will Be Assessed

Practical tasks are carried out under exam conditions. Exams are set by The Association of Accounting Technicians and exam papers are assessed, marked and graded electronically; you will receive results within 24 hours of completing the exam. All exams will take place during the day.

Entry Requirements

GCSEs at Grade 9-4, including English and Maths.
OR
Level 2 Functional Skills in English and Maths.

START DATE

September

LEVEL

Level 2

STUDY MODE

Part-time

DURATION

3 months

AWARDING BODY

Association of
Accounting
Technicians (AAT)

LOCATION

Wakefield College



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 Wakefield College, our facilities and how we can support you please visit our website **www.heartofyorkshire.ac.uk**.

Quick Links



How to
Apply



Student
Support



Virtual
Tours

Fee Information

£365

Additional fees:

All students are required to register with AAT upon enrolment and purchase study books to support the course. Students will pay these fees directly to the providers..

Further Study

Wakefield College also offers the AAT Level 3 Certificate in Bookkeeping. If you are wishing to complete the full AAT accountancy course, please see Course Information for AAT Level 2 Certificate in Accounting.