

AAT Bookkeeping Level 2 Foundation Certificate

Course Type: Part Time Qualifications

Audience: Suitable for all ages

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Level: 2

Location: City Centre Campus and Somer Valley Campus

To have a firm grasp of basic bookkeeping is vital for any accountant and at AAT Level 2 you will explore the concepts of double entry bookkeeping to enable you to prepare basic accounts up to the Trial Balance stage. SAGE is one of the most well-known computerised accounting packages and on this course you will learn how to set up a company using SAGE and process simple transactions.

To apply for the course or for further information please contact Lisa Franks (Centre Manager) via email at Lisa.Franks@fmbusinessschool.com or by phone on 07876 196040

What topics are covered?

The course will cover topics such as:

- Processing bookkeeping transactions
- Bookkeeping control accounts
- journals and the banking system
- Elements of Costing
- Working effectively in Accounting and Finance (Synoptic assessment) Computerised Accounting – on SAGE

Who is the course aimed at?

This course is aimed at those seeking professional development in accountancy and finance.

What are the entry requirements?

GCSE English and Maths at grade C or above or appropriate equivalent qualification.

What qualifications will I gain?

You will gain an AAT Foundation Certificate in Bookkeeping Level 2.

Who is the awarding body?

[AAT \(Association of Accounting Technicians\)](#)

How will I learn?

You will learn through lectures and seminars.

How will I be assessed?

You will sit two computer-based exams set by the awarding body.

What can I do after this course?

This course could lead to progression onto further [AAT courses](#).

How much does this course cost?

Fully funded

Co-funded

Loan

Private

Free

£380

N/A

£760

Are there any additional costs?

Membership of AAT paid directly, please see the [AAT website](#) for current fees.

What funding is available?

Please contact Bath college Student Advice centre for funding advice.

Which department is this course in?

Services to Business

Where will I need to go on my first day?

On your first day, please report to the Reception in the **Roper Building** at [City Centre Campus](#).

What do I need to bring?

Simple calculator, pen and paper to make notes.

What else do I need to know?

To avoid disappointment, please make sure you apply for your chosen course early. Decisions regarding running or cancelling a course are made one week prior to the start of the course. If a course is cancelled, you will be informed and your course fees refunded in full. Please see [Terms and Conditions of Enrolment](#).

The course will not run on bank holidays or during half term. Please check here for [term dates](#).

Where can I find out more information?

Contact Donna West at donna.west@bathcollege.ac.uk or phone [01225 328656](tel:01225328656). Further information can be found on the [AAT website](#).

How do I apply?

Online: Click the "Apply" button and fill out an online application form.

By post: Download the [Part-time Learning Agreement](#) and send to Student Advice Centre, Bath College, Avon Street, Bath BA1 1UP.

In person: Visit the [Student Advice Centre](#) in either of our campuses.