



south essex college



## AAT Accounting Level 2 Certificate

Southend Campus, Thurrock Campus

This course is ideal to give you a solid understanding of basic finance and accounting principles in accounting and bookkeeping and is a stepping stone to our Level 3 course.

### Overview

Whether you're heading for your first job in accounting and finance, seeking a change of scene, already work in accounting, or are looking to become a qualified accountant, this course will give you the professional skills to be proud of. Our teaching team consist of both AAT fully qualified professionals and industry experienced lecturers.

### About this course

#### What's covered?

- Book-keeping transactions – covering:
  - Recording income and receipts
  - Making and recording payments
  - Preparing ledger balances and an initial trial balance
- Book-keeping controls – covering:
  - Maintaining control of the cash book, petty cash and journals day books
  - Banking procedures
  - Maintaining control accounts
- Element of costing – covering:
  - Basic principles of costing
  - Providing basic cost and revenue information

Awarded by



- Using Accounting Software
- Working effectively in finance

## How will my work be assessed?

- Three external computer-based assessments, set by the AAT, completed online and marked online immediately, with results accessible through your MyAAT account within 30 mins
- One external synoptic assessment covering all aspects of the course, except 'Using Accounting Software', set by the AAT and marked externally by qualified assessors, with results available after five weeks
- One external computer-based project, set by the AAT and marked externally by qualified assessors, with results available after five weeks

## What can I do after this?

Successful candidates can progress to the AAT Advanced Diploma in Accounting Level 3 subject to interview.

## Entry requirements

Level 1 or equivalent qualification in English and maths. If you do not meet this requirement, applications are still welcome and the appropriateness of this course for you can be discussed at interview. A skills test may be undertaken at interview.

Please note AAT will not register anyone as a member if you have any of the following. If you have: been made bankrupt; entered into an agreement with creditors; any criminal convictions; found guilty of an offence under the Companies Act and Financial Services Act; or been issued a County Court Judgment. This will also subsequently prevent you from being able to enroll on this course.

## Applying

If you'd like to apply for this course, please complete our online application form. Alternatively you can fill out a paper application form (you can pick these up from reception and are also in the back of our prospectuses) and mail it to our freepost address:

South Essex College  
 Freepost SMU110  
 Luker Road  
 Southend on Sea  
 Essex

## Course options

Venue	Starts	Attendance	Duration	Provision	Cost	Cost Details
Southend Campus (Luker Road)	Monday, September 9, 2019	Part time evening	36 weeks	Adults	£950.00	Course fee based on 2018-19 for UK/EU students
Thurrock Campus (Grays)	Monday, September 9, 2019	Part time day	36 weeks	Adults	£950.00	Course fee based on 2018-19 for UK/EU students
Southend Campus	Monday,	Part time day	36 weeks	Adults	£950.00	Course fee based

(Luker Road) September 9, 2019

on 2018-19 for  
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Thurrock Campus (Grays)	Monday, September 9, 2019	Part time evening	36 weeks	Adults	£950.00	Course fee based on 2018-19 for UK/EU students
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