

## AAT Foundation Certificate in Accounting (Level 2)

The Level 2 AAT qualification is the first step of our professional accounting programme. The course covers a range of basic accounting practices, from costing and double-entry bookkeeping to computerised accounting. This course offers flexible part-time study, typically delivered on Wednesday evenings or Friday mornings (September start) or Tuesday and Thursday evenings (January start).

### Quick Information

<b>Qualification:</b>	Foundation Certificate in Accounting - Level 2
<b>Date:</b>	On Application
<b>Assessment:</b>	All units use computer based assessments; with the exception of Computerised Accounts.  All results are available immediately after your assessment.
<b>Level:</b>	2
<b>Area:</b>	Business Services & Enterprise
<b>Course Code:</b>	CPAATFC2

### About the Course

Who is the course for?

This course is designed for people who wish to develop a career in Accounting. It is suitable for accounting staff who wish to enhance their skills and qualifications. It is also suitable for individuals who have achieved a Level 1 accounting qualification or those who wish to change career.

#### What is the programme about?

The course covers a range of basic accounting practices and techniques, from costing and double-entry bookkeeping to computerised accounting. As a professional body, membership of AAT is required from the start of the course (during the first week your tutors will guide you through this process); this opens up opportunities to attend local branch activities and events.

#### What will I learn?

You will learn the basics of accounting and fundamental costing principals, including double-entry bookkeeping both manual and computerised.

When will I be in college?

This qualification is offered on various different days and times and you will select the most appropriate study day when you apply\*.

Typically, these are:

#### Daytime Classes

- Friday; 10am - 2pm

#### Evening Classes

Find us on social media platforms

SEARCH:

Please visit [www.sheffcol.ac.uk](http://www.sheffcol.ac.uk) for more information and details on how to apply.

- Wednesday; 5pm - 9pm

### January Start

- Tuesday and Thursday evening (5pm - 9pm)

*\*Please note that days/times may be subject to change and will not be confirmed until you enrol.*

## Key Units

- Processing Bookkeeping Transactions
- Control Accounts and the Banking System
- Working Effectively in Accounting
- Basic Costing and Computerised Accounts

## Entry Requirements

A minimum of grade C/4 or above in GCSE English and Mathematics (or a Level 2 Literacy and Numeracy qualification).

## Assessment

All units use computer based assessments; with the exception of Computerised Accounts.

All results are available immediately after your assessment.

## Where does this Lead

[AAT \(Association of Accounting Technicians\)](#) qualifications open up huge opportunities nationally and internationally. The qualifications are recognised throughout the world, from small local enterprises to the biggest multinationals, there is a demand for qualified accounting staff.

You can progress in your career by gaining further AAT qualifications at Level 3 and 4. All the UK professional accountancy bodies recognise the AAT accounting qualification and may offer AAT members exemptions.

## Future Opportunities

Students who successfully complete this course may find employment in a variety of finance related roles such as:

---

Find us on social media platforms

SEARCH: **Sheffield College**



Please visit [www.sheffcol.ac.uk](http://www.sheffcol.ac.uk) for more information and details on how to apply.

- Accountanting
- Auditing
- Book Keeping
- Payroll Administrators

## Tell Me More

### Expertise

The Sheffield College prides itself on specialist teaching expertise, particularly with regards to AAT qualifications. In 2015 we were named Best Medium Sized Training Provider by AAT.

### Enrolment Opportunities

If you are interested in starting this course with us for the 2018/19 academic year you can enroll at one of the following sessions taking place at City Campus:

- Wednesday 11th July, 3.30pm - 6.30pm
- Thursday 26th July, 10am - 2pm (AAT drop in session)
- Tuesday 7th August, 10am - 2pm (AAT drop in session)
- Thursday 23rd August, 10am - 2pm (AAT drop in session)
- Tuesday 4th September, 4pm - 7pm

If you wish to enroll on the day, please bring the following documentation with you:

- Evidence of your highest level qualification (e.g. transcription or exam certificates)
- Means of payment or evidence from your employer stating their intention to pay your course fees (if your employer will be covering the cost of your tuition)

Members of our Finance Team will be on hand on the day to provide further advice around paying for course fees and acquiring funding/student loans.

## Extra Costs

### Do I need any special equipment?

You will need a textbook for each unit. Your tutor will advise you where the cheapest places to buy these are at the start of the course, please budget £75 for these books during the course. Limited textbooks are available in the college LRC for short term loans.

[Professional membership of AAT](#) is also a requirement (£135 for the first year) and examination resits carry an additional charge (approximately £60).