

AAT AQ2016 Distance Learning Shorter Courses

Foundation Certificate in Bookkeeping (level 2) - £335.00 (inc VAT)

The AAT Foundation Certificate in Bookkeeping is a short qualification that gives you a thorough foundation in bookkeeping and basic accounting practices, including double-entry bookkeeping. The qualification is made up of two units from the foundation level, Bookkeeping Transactions and Bookkeeping Controls. The Foundation Certificate in Bookkeeping can be a fast-track route to Level 3. Once you have passed these two assessments you can continue to complete the full Foundation Certificate in Accounting (level 2), Advanced Certificate in Bookkeeping (level 3) or follow on to start the Advanced Diploma in Accounting (level 3).

Foundation Award in Accounting Software (level 2) - £223.00 (inc VAT)

The Foundation Award in Accounting Software is a shorter qualification giving you the skills to perform essential tasks on a computerised accounting system. It will introduce you to using a computerised accounting system for bookkeeping and covers a range of transactions and reports. You will learn how to set up general ledger accounts for new and existing businesses and process typical bookkeeping entries. These will include processing sales and purchase documentation, recording bank and cash entries and carrying out bank reconciliations. This qualification is assessed in a single end of unit assessment. This assessment is human marked by the AAT so will take up to 6 weeks for your result. Included in this price is 3 months' access to Sage.

Advanced Certificate in Bookkeeping (level 3) - £599.00 (inc VAT)

The aim of this qualification is to provide students with advanced bookkeeping skills necessary to work in a bookkeeping role or to progress to a higher level accountancy. This qualification will ensure you understand advanced bookkeeping principles and concepts, preparation of financial statements for sole traders and partnerships and issues around indirect tax (VAT in the UK) in business. The Advanced Certificate in Bookkeeping is made up of 3 units from the Advanced Diploma in Accounting and assessed in three end of unit assessments (Advanced Bookkeeping, Final Accounts Preparation and Indirect Tax). Students completing the Advanced Certificate in Bookkeeping can go on to study the full Advanced Diploma in Accounting if they wish.

On completion of the Advanced Certificate in Bookkeeping you can apply to become an AAT Bookkeeper and gain immediate recognition of your achievement with the letters AATQB after your name.

What's included

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| Study planner | ✓ |
| Course notes | ✓ |
| Question bank | ✓ |
| Task bank | ✓ |
| Mock assessments | ✓ |
| Pre-recorded lectures covering the syllabus | ✓ |
| Regular course assignments | ✓ |
| Mock assessments with feedback | ✓ |
| Email & phone tutor support | ✓ |
| Live lectures | × |
| Free UK delivery | ✓ |
| AAT registration | × |
| Exam fees | × |

How to book

Online: www.fi.co.uk

Phone: 01425 618124

Email, fax or post: download a booking form and email it to cambridge@fi.co.uk or post it to First Intuition, 35 Hills Road, Cambridge, CB2 1NT.

Please note all bookings are subject to our terms & conditions which can be found on our website.

 @aattoptutor

