

Bookkeeping AAT Access Award Level 1 (Day)

This 10-week course is designed for 19+ Adults.

This qualification will allow you to develop your practical skills in bookkeeping and is a first step to a career in accounting.

Progression opportunities

This course will lead to:

- AAT Level 2 Foundation Certificate in Bookkeeping

Entry Requirements

The entry requirements for this course are:

- You will need to have Entry Level 3 or above in maths and English.
- You will be required to attend an informal interview which will involve completing an online skills test.

What will I study?

This course consists of the following modules:

- Understanding the role of the bookkeeper
- Understanding financial transactions
- Processing customer and supplier transactions
- Processing receipts and payments

How will I be assessed?

You will be assessed via:

- Assessments will be an online test at the end of the course.

Disclaimer:

Every effort has been made to ensure the details contained in this leaflet are up-to-date and accurate at the time of printing. However, the College reserves the right to alter or cancel courses, their content, entry requirements, fees or other details should circumstances dictate.