



CITY AND ISLINGTON
COLLEGE

wk[©]
Westminster
Kingsway College

The College of
Haringey, Enfield
and North East London



**Capital
City
College
Training**

Accounting - Level 2 Certificate (AAT)

This course offers you an introduction to accounting, giving you the core knowledge and skills needed to progress either to employment or to further study. This qualification could also help you to progress by offering career development, if you are already working in an entry-level finance role.

You will develop accountancy skills in double-entry bookkeeping and basic costing, as well as an understanding of purchase, sales and general ledgers. Using accounting software, you will develop the professional skills and behaviours needed to contribute effectively in the workplace. Working in accountancy requires good communication skills, IT skills and an understanding of the business environment, all of which are covered in this qualification.

WHAT WILL I STUDY?

Topics covered can include:

- Bookkeeping Transactions
- Bookkeeping Controls
- Elements of Costing
- Using Accounting Software
- Work Effectively in Finance

WHAT WILL I NEED?

You will need:

- Functional Skills in Maths and English at Level 1 or above, or equivalent

All applicants must have an interview and assessment to confirm that the course is suitable for them.

HOW WILL I BE ASSESSED?

Four units are assessed individually in end-of-unit assessments, but this qualification also includes a synoptic assessment that you sit toward the end of the qualification. The synoptic assessment draws on and assesses knowledge and understanding from across the qualification.

Start Date: 2 September 2024

Duration: 1 Year

Attendance: Full Time

Location: Finsbury Park Centre

<https://www.capitalccg.ac.uk/candi/course/course-detail/pdf/15088/>



**Capital City
College Group**
www.capitalccg.ac.uk

WHAT WILL IT COST?

ADULTS - ENTRY LEVEL, LEVEL 1 AND LEVEL 2

If you will be aged 19+ on 31st August prior to the start date of your course, up to Level 2, then your study with us will be free. You must have lived for 3 years within the EU/EEA/UK prior to the start of your course, you must have lived in the UK before 1st January 2021 and you must have permission to live in the UK for at least 12 months from the first day of learning. Please see [here](#) for the documents you will need to show us.

Some courses will have other associated costs, such as for specialist materials and trips. Many of our students are eligible for financial support, see [here](#) for details.

WHAT CAN I DO AFTER?

This course will help you to move on to higher level courses, or into employment in roles such as an accounts administrator/assistant, finance assistant, accounting technician or sales ledger clerk.

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