

STRODE'S COLLEGE ~ ADULT LEARNING COURSE INFORMATION SHEET



COURSE TITLE: Level 1 Award in Bookkeeping (AAT)

COURSE CODE:

DURATION: 12 weeks

ABOUT THE COURSE: This AAT qualification is from the leading internationally recognised professional body for accountancy. It is ideal for those wishing to develop their own professional skills in accountancy, or those wishing to manage their own business accounts. The course will cover the following; the role of bookkeeping, bookkeeping terminology, bookkeeping practices and processes and spread sheet software.

ENTRY REQUIREMENTS:

Interview or course specific application required: No

Prior knowledge / experience: No previous experience of book-keeping is required. Basic computer skills are necessary as the assessments are all computer-based. Ideally you will also have good mathematical skills. If English is not your first language, we may ask you to complete a short assessment to determine your suitability for the course.

STUDY AND ASSESSMENT: You will be required to undertake a minimum of 2-3 hours per week home study and homework. There are 3 computer based assessments.

PROGRESSION OPPORTUNITIES: This is the ideal qualification to progress on to the AAT level 2 Accounting qualification. Strode's College also offers the AAT Accounting qualification at levels 2 and 3.

TUITION FEES:

Please call 01784 228676 or 228677 for the course fee.

PRE COURSE PREPARATION:

You will need to bring A4 lined pad, a ring binder, simple calculator, pens and a ruler.

FINANCE:

- Fee remission available? Yes (subject to status)
- 24+ Advanced Learning Loan Available No

ANY OTHER COSTS TO BE MET BY THE STUDENT: You will need to register with the AAT and pay a subscription fee which is currently £40. This is valid for 12 months and entitles you to complete any AAT bookkeeping or Computerised Accounts qualification within 12 months. Examinations are included in the fee with the exception of any resits, which are charged to the students.

ADDITIONAL INFORMATION :

Contact us on 01784 228676 or 228677 to enrol,
or email adulteducation@strodes.ac.uk