

AAT Access Award in Accounting Software

Course Code F15-13A



Venue: Room ICT Suite

Hyde Park House
Mutley Plain
Plymouth
Devon

Start Date: 23 September 2019
End Date: 16 December 2019
Sessions: 12
Day(s): Monday

PL4 6LF

Start Time: 18:00
End Time: 21:00

Cost of course: Full Fee £173 Concession £0

Before you enrol on this course You are not able to enrol online as you will need to speak to a Learning Adviser. You will be invited to undertake an initial assessment to ascertain your levels of English and Maths prior to entry on this course of study.

Entry requirements You will need to have a good understanding of basic Mathematical skills.

Awarding Organisation fees You will need to pay a Student Registration Fee of £43 to AAT in order to access this course, with this you will receive interactive resources and materials. You will not need to pay this again if taking another AAT Access course within a 12 month period.

Exam Fee: £38 (included in the above costs)
The awarding body for this qualification is Association of Accounting Technicians.

Tell me about the course. This qualification will give you the opportunity to develop the basic skills needed to use accounting software, a key requirement in the modern accounting industry.

You will cover:

- The benefits and risks of using accounting software.
- How to set up accounts within the software package.
- How to record bank and cash transactions.
- How to produce reports using accounting software.

The qualification is suitable for those wishing to move into an accounting role and those wishing to learn how to manage their own business accounts.

The awarding body for this qualification is the Association of Accounting Technicians (AAT)

How will I learn? During the first session your tutor will outline what will be covered during the course. You can then think about your individual aims for the course and make an individual learning plan, with the help of the tutor.

This is mainly a theory course with some practical aspects, you will complete the examinations using a computer.
There will be one-to-one support as required.

How will I know I'm making progress?	You will review your individual learning plan with your tutor who will give you written feedback and support to achieve your targets. Informal assessments will be integrated into sessions with group and one to one feedback being given regularly. This will enable you to identify any additional support requirements or areas to practise and revise in preparation for the examinations.
Will I need to study or practise outside the classroom?	There is a considerable amount of work for you to do in your own time for this qualification - reading and completing activities. Please allow a minimum of 2 hours per week for this homework.
What will I need to take to the course?	Please bring a pen, notepad and a file for any hand-outs. Access to a computer outside the classroom is useful for accessing activities on the AAT website.
What can I learn next?	You can progress to higher level accountancy qualifications. Learning Advisers and your tutor will be happy to provide you with information of what progression is available. Visit our website at www.uncoursesouthwest.co.uk or contact us on 01752 660713 to make an appointment.
Please note:	Most courses attract a subsidy from the Education and Skills Funding Agency. It is a requirement of the ESFA that you complete various forms at different stages of your course. Further information is available upon request. Courses are subject to a minimum number of enrolments and could be cancelled if recruitment is low. In some cases, an alternative class at a different location may be offered. Room numbers are subject to change - please check when you arrive at the venue.



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