

AAT Award In Accounting Software L2

Course Code F15-13B



Venue: Room IT Suite

Hyde Park House
Mutley Plain
Plymouth
Devon

PL4 6LF

Start Date: 02 March 2020

End Date: 13 July 2020

Sessions: 16

Day(s): Monday

Start Time: 18:00

End Time: 21:00

Cost of course: Full Fee £316 Concession £50

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: £50 (included in the above costs)

The awarding body for this qualification is Association of Accounting Technicians.

Material Fee £50.

Tell me about the course. Are you already working in finance and looking for a qualification or looking for a career in finance? If so, then this could be the perfect course for you!

This AAT accredited course consists of one unit, Using Accounting Software. In this unit you will learn the following:

- Using Accounting Software such as Sage
- Processing Bookkeeping transactions, controls and using accounting software
- Processing invoices and credit notes
- Entering opening balances

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.onscoursesouthwest.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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