

FOUNDATION CERTIFICATE IN ACCOUNTING (LEVEL 2) TIMETABLE AND FEES 2020/21

GROUP	DAY	TIMES	FEES
DAY	WEDNESDAY	9.30 to 2.45pm	Tuition fees £792 AAT exam fees £236 Total cost £1,028

COURSE STARTS WEDNESDAY 4th NOVEMBER AND ENDS WEDNESDAY 24th MARCH 2021
(21 weeks including Christmas break and half term)

Extra costs:	AAT registration fee	£48
	AAT membership	£99
Course books:	approximately	£50

SUBJECTS COVERED:

Bookkeeping transactions (BTRN)

You will develop the necessary knowledge and skills to deal with documents that are sent to and from organisations. This subject teaches you the foundations of double entry bookkeeping.

Bookkeeping controls (BKCL)

This continues the topics in Bookkeeping Transactions. You will build on your double entry skills and will be able to prepare an initial trial balance.

Elements of costing (ELCO)

You will obtain an underlying knowledge and understanding of the nature of a cost accounting system within an organisation and its component parts as well as an understanding of how it operates.

Using accounting software (UACS)

You will learn how to use a computerised accounting system (SAGE Business Cloud Accounting) to set up accounting records, enter accounting transactions, perform a bank reconciliation, correct errors and produce a range of reports.

Work Effectively in Finance (WEFN)

You will develop an understanding of how to work within the accounting/payroll environment. You will be expected to have a good level of literacy and numeracy and will be expected to identify mistakes in spelling and grammar.

Assessments

All individual subjects will be examined in a computer based test (CBT) apart from Work Effectively in Finance.

Once you have completed all the individual subjects you will take a final synoptic exam which has questions covering all topics and includes Work Effectively in Finance.

TERM DATES 2020/21

AUTUMN TERM	14 weeks
Starts	Monday 14 th September 2020
Half Term	Monday 26 th to Friday 30 th October
Ends	Friday 18 th December
SPRING TERM	13 weeks
Starts	Monday 4 th January 2021
Half Term	Monday 15 th to Friday 19 th February
Ends	Thursday 1 st April
SUMMER TERM	13 weeks
Starts	Monday 19 th April
Half Term	Monday 31 st May to Friday 4 th June
Ends	Friday 16 th July

BANK HOLIDAYS

2020

Christmas: 25th & 26th December

2021

New Year's Day: 1st January

Good Friday: 2nd April

Easter Monday: 5th April

Early May Monday 3rd May

Spring Bank holiday 31st May