



AAT Access Award in Bookkeeping Level 1

Course Name	Start Date	End Date	Site	Total Fees
Bookkeeping Access Award AAT Level 1	12/08/2019	19/12/2019	The Hub	224.00

Course Description

The AAT Access Award in Bookkeeping offers students at Level 1 the opportunity to develop practical bookkeeping skills. This qualification may help students to move on to further study in either accountancy or bookkeeping with AAT, offer a route into employment or be of interest to those already in employment

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This qualification will particularly suit those students who have had minimal work experience or those who need some additional support in order to progress.

The course is due to start week commencing 05 November 2018 for 5 weeks, studying for 6 hours per week , on Thursday 09.30 – 16.30 or Tuesday and Thursday evening 18.00 – 21.00

This may include younger learners seeking tangible and finance specific skills, adults seeking to validate their existing skills to enter into or progress in their career, or students who would like to test their abilities before progressing further with AAT.

The costs for the course will depend on your age, what previous qualifications that you have already achieved at, whether you are on benefits or in full time employment.

For full details of the costs contact Mary Dobson mary.dobson@don.ac.uk 01302 553899

Course Content

The course covers:

- Understand the role of the bookkeeper
- Understand financial transactions
- Process customer and supplier transactions
- Process receipts and payments

Duration

5 Weeks

Entry Requirements

There are no entry requirements for this course just an interest in accountancy.