

VENUE AND DURATION OF COURSE:

John Ruskin College, Selsdon Park Road, South Croydon, CR2 8JJ, 1 year Full-time.

ENTRY REQUIREMENTS:

Candidates must have achieved AAT Level 2 or equivalent, Certificate in Accounting or provide evidence of a good understanding of double entry bookkeeping. 5 GCSE Grade A* - C / (9-4), including English & Maths is also required.

WHAT QUALIFICATIONS WILL I GET?

Advanced Diploma in Accounting (AAT) - Level 3.

COURSE DESCRIPTION:

This is the second stage in the AAT suite of qualifications (following the AAT Foundation Certificate in Accounting) which introduces higher level topics to further develop your understanding of Accounting and Finance.

UNITS/TOPICS COVERED:

- Advanced Bookkeeping
- Final Accounts Preparation
- Management Accounting Costing
- Indirect Tax
- Ethics for Accountants
- Spreadsheets for Accounting

Additional Unit:

- ECDL Level 2 or on proof of completion
- ECDL Excel L3 Spreadsheets Single Unit

TYPE OF ASSESSMENT:

Computer-based with written questions.

EQUIPMENT NEEDED:

- Pens
- Paper
- Calculator
- Students will also need to purchase text & work books

WHERE CAN IT LEAD?

Possible job opportunities include Accounts Assistant, Accounts Payable Clerk, and Assistant Accountant & Bookkeeper.

COURSE FEE:

If you are under 19 on 31/08/2022, tuition is free. If you are 19 or over, please consult Client Services for advice and guidance on funding and eligibility.

Please be aware that there may be additional costs for equipment and educational visits. This information will be available from the curriculum staff at interview.

WHAT TO DO NEXT:

If you have any outstanding queries please contact our Client Services team on 020 8651 1131 or at clientservices@johnruskin.ac.uk.

To apply online for this course please visit www.johnruskin.ac.uk.

Disclaimer:

Every effort has been made to ensure that the details contained in this leaflet are up-to-date and accurate at the time of printing. However, the College reserves the right to alter or cancel courses, their content, entry requirements, fees or other details should circumstances dictate.

Should you require this leaflet in a different format please contact Client Services on 020 8651 1131.

