

### VENUE AND DURATION OF COURSE:

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

### ENTRY REQUIREMENTS:

5 GCSE grade A\*-C (9-4), including English & Maths.

### WHAT QUALIFICATIONS WILL I GET?

AAT Foundation Diploma in Accounting & Business Level 2.

### COURSE DESCRIPTION:

The course looks at a range of basic accounting principles & techniques, along with business skills, including costing, double entry bookkeeping, computerised accounting & payroll plus business communications.

### UNITS/TOPICS COVERED:

- Processing Bookkeeping Transactions
- Bookkeeping Controls
- Elements of Costing
- Work effectively in Finance
- Using Accounting Software
- Introduction to Payroll
- Introduction to Business & Company Law

### TYPE OF ASSESSMENT:

A mixture of computer-based assessments, greenlight and online assessments, computer-based projects & portfolio work.

### EQUIPMENT NEEDED:

- Relevant text books (details of which will be provided upon enrolment)
- Calculator
- Pens
- Paper
- USB stick
- Folders

### WHERE CAN IT LEAD?

Progression onto Level 3 AAT, or potential jobs include Accounts Assistant, Accounts Payable Clerk, Purchase/Sales Ledger Clerk, Tax Assistant, Trainee Auditor, and Trainee Accounts Technician.

### COURSE FEE:

If you are under 19 on 31/08/2023, 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](mailto:clientservices@johnruskin.ac.uk).

To apply online for this course please visit [www.johnruskin.ac.uk](http://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.

