

ACCOUNTING

SIEVEMK Accounting courses will be based on AAT accounting syllabus and qualifications.

a) AAT Award Qualifications

Access Award in Book keeping

This is a basic entry-level qualification and can provide a solid grounding for students with no previous bookkeeping knowledge or experience, before moving on to the foundation-level qualifications.

Access Award in Accounting Software

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Access Award in Business Skills Level 1

This qualification is perfect for young people and those taking their first step on the career ladder. As well as covering the basic accounting techniques and principles you'll gain a broader understanding of the business environment and how to prepare for entering the world of work.

b) AAT Foundation Qualifications

Foundation Award in Accounting Software

With this qualification you can build on your knowledge of accounting software packages. Students will learn practical skills, like using accounting software, entering accounting transactions and producing a range of reports.

Most students will start at Foundation level. Course syllabus includes;

- Setting up accounting software
- Process sales and purchase transactions
- Perform period end routine tasks
- Produce reports

Foundation Certificate in Accounting

This qualification will prepare students for junior and entry-level accounting roles. It delivers a solid foundation in finance administration, covering areas such as double entry bookkeeping to basic costing principles and using accounting software. The Course syllabus includes

- Book keeping Transactions
- Book Keeping Controls
- Elements of Costing
- Using Accounting Software
- Work Effectively in Finance
- Foundation Synoptic Assessment

Foundation Certificate in Book Keeping

This qualification delivers the skills and essential knowledge to manage books effectively. It includes manual double entry bookkeeping, and associated documents and processes, up to Trial Balance standard.

This qualification can be used as a fast track route to the AAT Advanced Diploma in Accounting. Course syllabus includes;

- Bookkeeping transactions
- Bookkeeping Controls