



# LOCKE ACADEMY

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## AAT Level 2

### CERTIFICATE IN BOOKKEEPING (online)

#### What does this qualification cover?

Students studying this qualification will develop practical accountancy skills in the double-entry bookkeeping system and in using associated documents and processes while gaining an understanding that digital accounting systems are automating some of the stages in the process.

Students will cover transactions for accuracy, make entries in appropriate books and ledgers and calculate sales invoices and credit notes.

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#### DURATION OF COURSE: 6 - 8 MONTHS

Unit price:	
1. Introduction to Bookkeeping	RM1,156
2. Principles of Bookkeeping Controls	RM1,156
<b>Full payment required:</b>	<b>RM2,312</b>

*Amount includes one-off registration fee. This registration fee will give you access to the qualification for its lifetime, typically four to five years, and access to the study support resources, and enable you to sit the qualification assessments.*