



Anna Thomson Independent Student who took on the ABC Challenge The AAT Bookkeeping Certificate

Introduction

Anna currently works from home as an administrator for a medical group. Last year Anna's job looked as if it was in jeopardy so she decided to learn some additional skills whilst continuing in her current role. Anna favoured the ABC package as she has always enjoyed working with numbers and she felt it would offer plenty of options for working part-time, either to work around her current job or on its own right. With children to work around and additional commitments as a carer flexibility was of great importance. The ABC package met with Anna's criteria.

AAT Bookkeeping Certificate
(AAT Level 2 Certificate in Bookkeeping)

Unit 1 Introduction to bookkeeping

- 1 Introduction to business
- 2 Double entry - balance sheet
- 3 Balancing off accounts, trial balance
- 4 Double entry - profit and loss account
- 5 Profit and loss and balance sheet (1)
- 6 Profit and loss and balance sheet (2)
- Assessment

Unit 2 Accounting adjustments

- 7 Nominal ledger and adjustments
- 8 VAT
- 9 Accruals and prepayments
- 10 Wages and salaries
- 11 Fixed assets and depreciation
- 12 Leasing and hire purchase
- Assessment

Unit 3 Practical bookkeeping and final accounts

- 13 Sales and purchase ledgers, daybooks
- 14 Receipts and payments
- 15 The cash book
- 16 Bank reconciliation
- 17 Control accounts and bad debts
- 18 Final accounts
- Assessment

Buttons: Resume, About, Exit, Syllabus

Legend: = Module completed, = Module started, = Module not started, User: k, k

The Challenge : To Obtain a Formal Qualification

Anna had been in the bookkeeping profession for several years but had never attained a formal qualification. The ABC package attracted Anna due to the broad based nature of the materials, in tandem with the added benefit of being able to study from home at her own pace.

The Solution : Freedom to Flexible Learning

Anna liked the freedom of being able to study at home without the need to travel to college on set days at set times during the week. Installing the software was simple and straightforward. Within the

interactive materials drop down figures made explanations straight forward and the self-test questions permitted more than one attempt, thus enhancing the learning experience and information retention. Anna comments "The interactivity of the package kept my interest unlike text books where I tended to read but not actually absorb the information. I also liked the self-assessments. On scoring high marks it made me feel good and offered good preparation prior to sitting the final online assessment."

The Results : A Formal Qualification

Yes, I passed! On her first attempt Anna scored an amazing 95% in the final online assessment. She met her challenge and attained her formal, recognised qualification in the field of bookkeeping.

Anna further comments "I was over the moon at my result. It was good to find out right away my score. It was hard work but well worth the effort. I would certainly recommend the ABC package and this type of learning.

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Mr Smith receives his electricity bill for £250.

Indicate the effect this would have on the items shown.

Marks: [4]
(Select your answers and press Submit)

Bank:

Debtors:

Creditors:

Heat and Light:

Assessment Question: 1/02, Score: 0

Email: imsupport@bpp.com



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