

# SUPPORT AS YOU LEARN

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PRODUCT  
CATALOGUE

2024

# TEACH AAT WITH OSBORNE BOOKS

Our books and online resources have been completely revised to support you in the delivery of the AAT Q2022 Accounting qualifications.

Tutorials, Workbooks and Wise Guides will provide you and your students with a comprehensive range of user-friendly teaching and study materials that accurately reflect the AAT guidelines and assessments.

Take a look inside to learn more about our resources for tutors and students, including our updated mobile App, which allows students to interact with their AAT eBooks and our online Assessment Builder which enables tutors to create online bespoke testing for students with a performance reporting function.

Osborne Books offers support to tutors and students throughout the AAT course providing high quality material written by experienced tutors and authors.

## WHAT'S NEW FOR Q2022?

- Updated to cover the new syllabus and assessment styles
- Prepared by experts, to help you become an expert
- Less words, more action
- The AAT qualification ensures that students and members are well-prepared with the latest developments in the world of accounting
- Level 2 and 3 content updated to include international accounting standards
- Lots of changes! For example, no more process costing
- The specifications have all been updated to improve their relevance to employers



### WHAT AUTHORS ARE SAYING...

#### LEVEL 2

**Principles of Costing** - the introduction of spreadsheet skills at the very start of the AAT journey, providing learners with crucial skills and a fantastic foundation in preparation for future studies and also use in the workplace.

#### LEVEL 3

**Business Awareness** is a new unit at Level 3 with lots of new and wide ranging content.

**Tax Processes for Businesses** has changed substantially so that as well as indirect tax, it now includes a learning outcome on payroll.

#### LEVEL 4

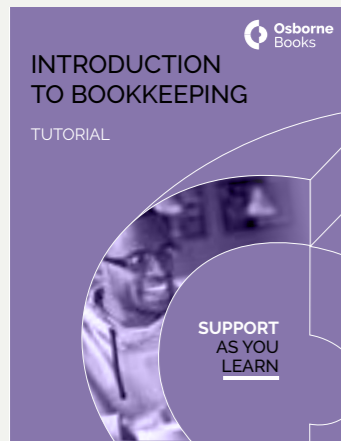
MDCL & MABU combined, plus a smattering of MMAC, a dash of linear programming, garnished with transfer pricing for good measure.

**Internal Accounting Systems and Controls** now incorporates the impact of technology on systems and organisations.

"HAVING BEEN AN FE COLLEGE LECTURER BEFORE HAVING THE OPPORTUNITY TO BECOME AN AUTHOR FOR OSBORNE BOOKS, I UNDERSTOOD THE IMPORTANCE OF HAVING LEARNING MATERIALS THAT ARE EASY TO UNDERSTAND WITH LOTS OF PRACTICE ACTIVITIES. THIS SUITE OF PUBLICATIONS REALLY WILL MAKE LIFE EASIER FOR STUDENTS AND LECTURERS!"



# Q2022 LEVEL 2 CERTIFICATE IN ACCOUNTING

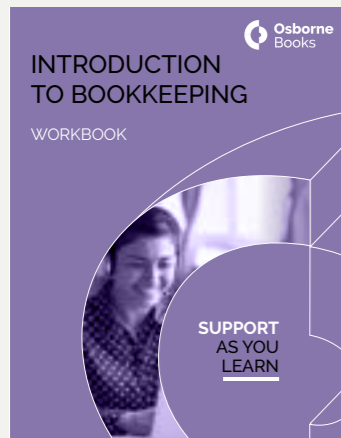


## Tutorials

Tutorials provide comprehensive guidance for each unit. Clear, easy-to-read explanatory chapters are accompanied by plenty of activities and answers, helping students to develop and consolidate their learning. A large number of activities are written in the style of the AAT computer-based assessments and are ideal for exam preparation.

RRP: £24.00

**Discounted price £15.60**



## Workbooks

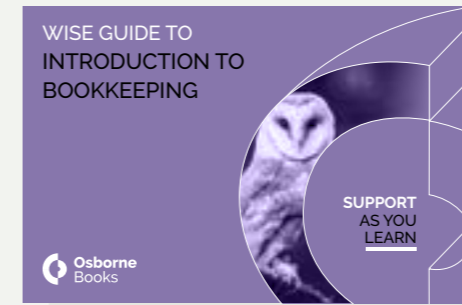
Workbooks contain chapter-based activities, practice assessments and answers, giving your students extra opportunities to revise. Workbooks are also supported by extra material in our online Tutor Zone.

RRP: £17.00

**Discounted price £11.05**

"WE REALLY VALUE OSBORNE BOOKS AS A PARTNER, THEY PRODUCE A WIDE RANGE OF VERY CLEARLY PRESENTED RESOURCES AND WE ALSO GREATLY APPRECIATE THEIR FAST, EFFICIENT AND FRIENDLY SERVICE."

Luke Hudson, South Gloucestershire & Stroud College



## AAT Wise Guides: revision made easy

These handy pocket-sized guides are the perfect study and revision tool for use anywhere at any time. Wise Guides use a combination of diagrams and bullet-pointed student friendly text to relate accounting principles in a manageable and easily-memorised format. This popular range is also available for key units in Diploma in Accounting (level 3).

RRP: £12.00

**Discounted price £7.80**

## AAT LEVEL 2 CERTIFICATE IN ACCOUNTING

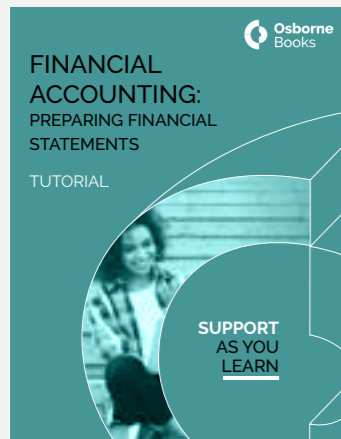
### BOOK LIST

TITLE	ISBN
Introduction to Bookkeeping Tutorial	978-1-911198-50-5
Introduction to Bookkeeping Workbook	978-1-911198-51-2
Introduction to Bookkeeping Wise Guide	978-1-911198-84-0
Principles of Bookkeeping Controls Tutorial	978-1-911198-52-9
Principles of Bookkeeping Controls Workbook	978-1-911198-53-6
Principles of Bookkeeping Controls Wise Guide	978-1-911198-85-7
Principles of Costing Tutorial	978-1-911198-54-3
Principles of Costing Workbook	978-1-911198-55-0
Principles of Costing Wise Guide	978-1-911198-86-4
The Business Environment Tutorial	978-1-911198-56-7
The Business Environment and Synoptic Workbook	978-1-911198-58-1
The Business Environment Wise guide	978-1-911198-93-2

# SUPPORT AS YOU LEARN



# Q2022 LEVEL 3 DIPLOMA IN ACCOUNTING

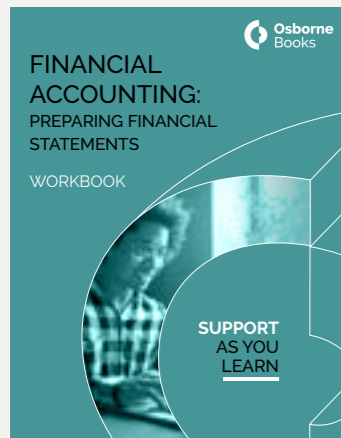


## Tutorials

Tutorials provide comprehensive guidance for each unit. Clear, easy-to-read explanatory chapters are accompanied by plenty of activities and answers, helping students to develop and consolidate their learning. A large number of activities are written in the style of the AAT computer-based assessments and are ideal for exam preparation.

**RRP: £24.00**

**Discounted price £15.60**



## Workbooks

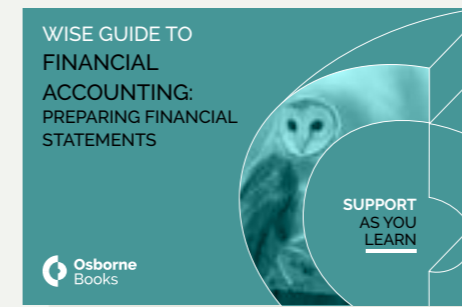
Workbooks contain chapter-based activities, practice assessments and answers, giving your students extra opportunities to revise. Workbooks are also supported by extra material in our online Tutor Zone.

**RRP: £17.00**

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"IN MY 14 YEARS' EXPERIENCE AS AN AAT TUTOR THE OSBORNE BOOKS HAVE PROVED TO BE AN INVALUABLE LEARNING AID FOR STUDENTS."

A Tutor



## AAT Wise Guides: revision made easy

These handy pocket-sized guides are the perfect study and revision tool for use anywhere at any time. Wise Guides use a combination of diagrams and bullet-pointed student friendly text to relate accounting principles in a manageable and easily-memorised format.

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## AAT LEVEL 3 DIPLOMA IN ACCOUNTING BOOK LIST

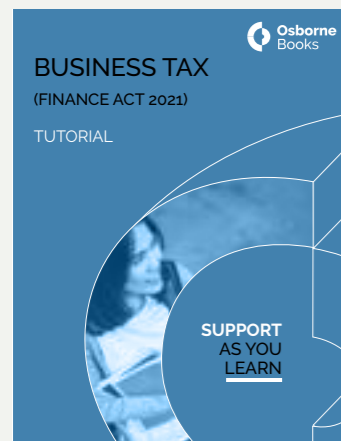
TITLE	ISBN
Business Awareness Tutorial	978-1-911198-59-8
Business Awareness Workbook	978-1-911198-60-4
Business Awareness Wise Guide	978-1-911198-94-9
Financial Accounting: Preparing Financial Statements Tutorial	978-1-911198-61-1
Financial Accounting: Preparing Financial Statements Workbook	978-1-911681-01-4
Financial Accounting: Preparing Financial Statements Wise Guide	978-1-911198-87-1
Management Accounting Techniques Tutorial	978-1-911198-63-5
Management Accounting Techniques Workbook	978-1-911198-64-2
Management Accounting Techniques Wise Guide	978-1-911198-88-8
Spreadsheets for Management Accounting Tutorial	978-1-911198-65-9
Tax Processes for Businesses (FA2023) Tutorial	978-1-911681-03-8
Tax Processes for Businesses (FA2023) Workbook	978-1-911681-04-5
Tax Processes For Businesses (FA2024) Tutorial	978-1-911681-10-6
Tax Processes For Businesses (FA2024) Workbook	978-1-911681-11-3
Assistant Accountant Apprenticeship Knowledge Assessment	978-1-911681-16-8

# SUPPORT AS YOU LEARN





# Q2022 LEVEL 4 DIPLOMA IN PROFESSIONAL ACCOUNTING

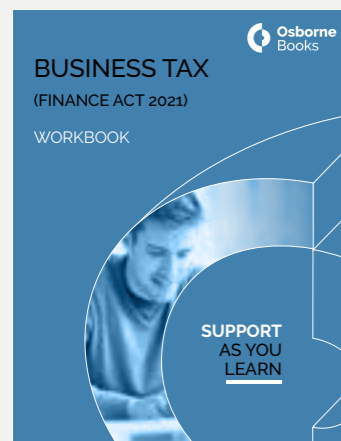


## Tutorials

Tutorials provide comprehensive guidance for each unit. Clear, easy-to-read explanatory chapters are accompanied by plenty of activities and answers, helping students to develop and consolidate their learning. A large number of activities are written in the style of the AAT computer-based assessments and are ideal for exam preparation.

**RRP: £24.00**

**Discounted price £15.60**



## Workbooks

Workbooks contain chapter-based activities, practice assessments and answers, giving your students extra opportunities to revise. Workbooks are also supported by extra material in our online Tutor Zone.

**RRP: £17.00**

**Discounted price £11.05**

"THE QUESTIONS AT THE END OF EACH CHAPTER AND THE WORKBOOKS PROVIDE STUDENTS WITH PLENTY OF PRACTICE TO CHECK THAT THEY HAVE FULLY GRASPED AND UNDERSTAND HOW TO APPLY NEW KNOWLEDGE IN A VARIETY OF WAYS."

Letitia Poole, Coleg Gwent

# SUPPORT AS YOU LEARN



## AAT LEVEL 4 DIPLOMA IN PROFESSIONAL ACCOUNTING

### BOOK LIST

TITLE	ISBN
Applied Management Accounting Tutorial	978-1-911198-68-0
Applied Management Accounting Workbook	978-1-911198-69-7
Drafting and Interpreting Financial Statements Tutorial	978-1-911198-70-3
Drafting and Interpreting Financial Statements Workbook	978-1-911198-71-0
Internal Accounting Systems and Controls Tutorial	978-1-911198-72-7
Internal Accounting Systems and Controls Workbook	978-1-911198-73-4
Business Tax (FA2023) Tutorial	978-1-911681-07-6
Business Tax (FA2023) Workbook	978-1-911681-08-3
Personal Tax (FA2023) Tutorial	978-1-911681-05-2
Personal Tax (FA2023) Workbook	978-1-911681-06-9
Business Tax (FA2024) Tutorial	978-1-911681-14-4
Business Tax (FA2024) Workbook	978-1-911681-15-1
Personal Tax (FA2024) Tutorial	978-1-911681-12-0
Personal Tax (FA2024) Workbook	978-1-911681-13-7
Audit and Assurance Tutorial	978-1-911198-78-9
Audit and Assurance Workbook	978-1-911198-79-6
Cash and Financial Management Tutorial	978-1-911198-80-2
Cash and Financial Management Workbook	978-1-911198-81-9
Credit and Debt Management Tutorial	978-1-911198-82-6
Credit and Debt Management Workbook	978-1-911198-83-3
Professional Accounting Technician Apprenticeship Synoptic Level 4 EPA	978-1-911681-09-0

# LEVEL 3 AND LEVEL 4 EPA WORKBOOKS

These comprehensive workbooks are specifically for assistant accountant and professional accounting technician apprentices completing their knowledge assessment (KNWA) or synoptic assessment for their end point assessment.

The Level 3 workbook includes 6 practice assessments, while the Level 4 workbook features 4 practice assessments, both thoughtfully written by experienced Osborne Book authors. Each practice assessment is written with the style of the synoptic assessment in mind and contains detailed answers to aid in self-reflection and understanding ahead of their end point assessment.



The Level 4 book should be used in combination with Osborne Books' **Internal Accounting Systems and Controls Tutorial** and the **Q2022 AAT Level 4 Diploma in Professional Accounting Tutorials and Workbooks** for core units. The Level 3 book should be used in combination with the Osborne Books **Tutorial and Workbooks for the Q2022 AAT Level 3 Diploma in Accounting**. All of which contain explanatory text and practice questions.



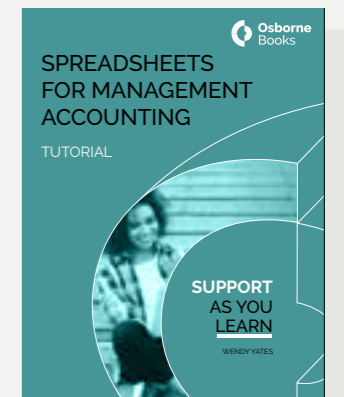
## Table of contents

- 4-6 practice assessments
- Answers to practice assessments

## Key Features

- Designed for Level 3 and Level 4 apprentices
- Written by experienced Osborne Book authors
- Comprehensive integration with other Osborne Books titles

# SPREADSHEETS FOR MANAGEMENT ACCOUNTING TUTORIAL



This study text for the AAT Level 3 Diploma in Accounting teaches the spreadsheet skills you need to pass the Q2022 Unit 'Management Accounting Techniques'.

You will learn the basic principles of using spreadsheets in accounting, along with more advanced formatting and data manipulation techniques. The book includes a large number of practical management accounting exercises to put your learning into practice.



This book should be used together with its companion: **Management Accounting Techniques Tutorial**. This is the main study text for the unit and will ensure you can apply the spreadsheet skills you have learned to situations in management accounting.

The book is based on Excel, part of the Microsoft Office 365 Suite.

## Table of contents

- 1 Spreadsheet basics
- 2 Formatting the spreadsheet data
- 3 Advanced formatting
- 4 Spreadsheet functions
- 5 Sorting, checking and importing data
- 6 Statistical functions
- 7 Charts
- 8 Pivot tables and workbook management

## Download your spreadsheet files from the Resources tab.

All Osborne Books study materials are written by our expert authors in an easy-to-read style, giving you the knowledge and confidence to pass your AAT exams.

### They include:

- clear explanations
- practice exam-style questions
- case studies
- a FREE ebook
- more FREE study resources in the Osborne Books Student Zone

# STUDENT ZONE ONLINE LEARNING

Our online study and revision area contains a range of free practice tests to support students. The questions cover a range of topics and are written in a variety of styles including multiple choice, drop-down options and interactive tables. This will help students to consolidate knowledge and become familiar with computer based assessments. Progress can be checked at various stages of each question by clicking on an 'Am I right?' button. Full solutions can be viewed at the end.

Our Student Zone is a password-protected area for students that provides a bank of free supplementary AAT resources, including:

## Interactive Revision Crosswords

fun revision tools that give your students extra opportunity to consolidate their learning.

## Student Zone tests (New for Q2022)

Question and answer documents provide additional question practice on topics covered within the books

Your students can sign up at [www.osbornebooks.co.uk/student-zone/signup](http://www.osbornebooks.co.uk/student-zone/signup)



"EXCELLENT BOOKS AND WEB SITE FEATURES, WHICH PROVIDE AN EXCELLENT ALLROUND SERVICE THAT I RECOMMEND TO MY FRIENDS."

AAT Student

# NEW STUDY FEATURES FOR OSBORNE BOOKS APP

DOWNLOAD  
FREE ON THE  
APP STORE &  
GOOGLE PLAY

## Interact with AAT eBooks

The Osborne Books mobile App has now been updated to offer an enhanced user-friendly experience and includes new interactive study and revision features which enables student to:

- Make colour coded study notes
- Highlight key points
- Use the tick to select answers
- All annotations will automatically sync across each user's mobile and tablet devices.



## WHAT STUDENTS ARE SAYING...

@OSBORNEBOOKS YOUR APP  
IT'S TOP NOTCH STUFF. GOOD JOB GUYS.

@OSBORNEBOOKS GREAT AND MUCH  
NEEDED UPDATE TO THE APP! WILL BE  
USING IT SO MUCH MORE NOW! THANK YOU



# TUTOR ZONE

ADOPTING COLLEGES BENEFIT FROM **FREE ACCESS** TO OUR TUTOR ZONE AND ASSESSMENT BUILDER TOOL



The online password-protected Tutor Zone supports our study texts by providing additional questions and PDF practice assessments.

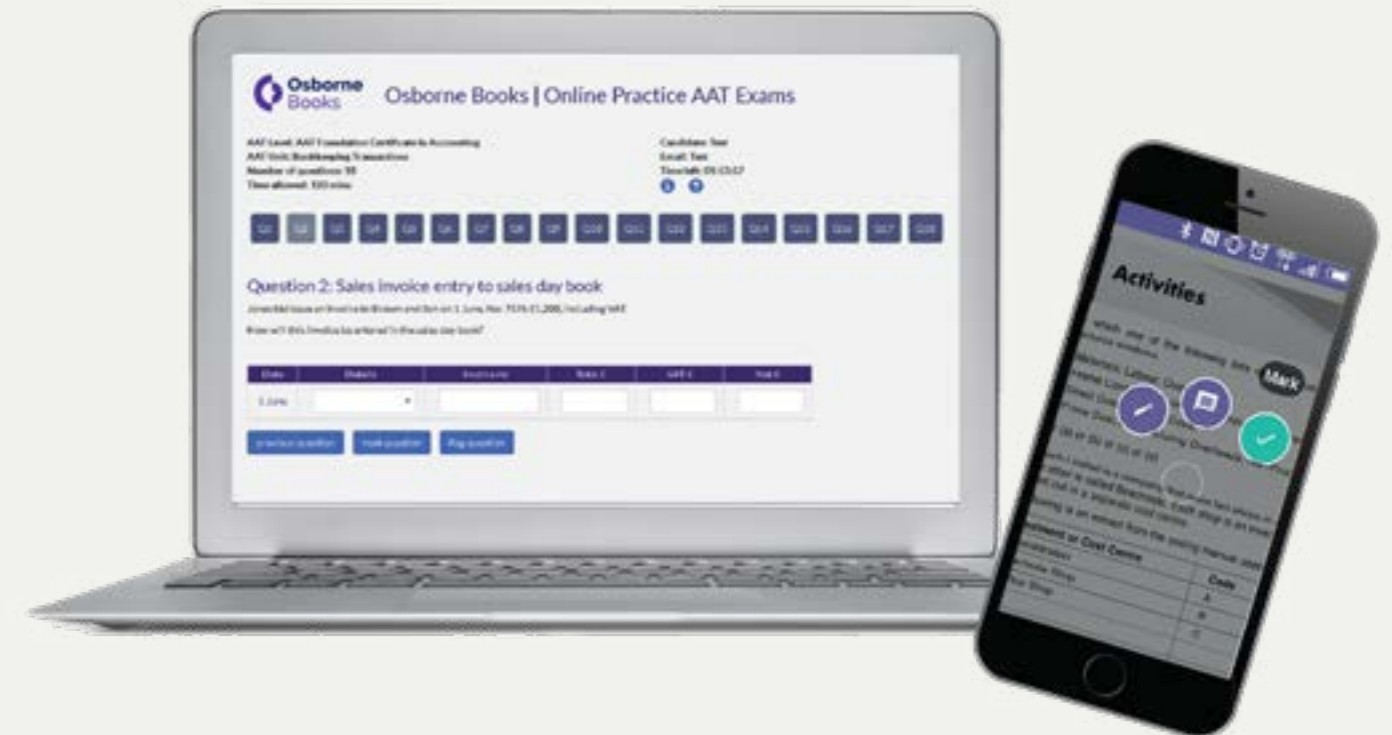
The practice assessments in our Tutor Zone are fully interactive, giving you more flexibility and enabling your students to complete their work on-screen and submit it to you electronically.

[www.osbornebooks.co.uk/tutor-zone/login](http://www.osbornebooks.co.uk/tutor-zone/login)

"THE TUTOR RESOURCES ON THE WEBSITE ARE VERY EFFECTIVE, PARTICULARLY AS EXTRA REVISION TOOLS. I MAKE REGULAR USE OF THE EBOOK FACILITIES WHILST TEACHING."

AAT Tutor

# ASSESSMENT BUILDER



Our Assessment Builder Tool is available to adopting training providers, accessed via the Tutor Zone, the software allows Tutors to create **bespoke online exams** by selecting from a bank of questions according to topic area.

Tutors can set a time limit and decide if they would like the students to have the ability to retake. Once an exam has been completed by a student, tutors will be provided with their results via email.

THIS IS A VERY POPULAR LEARNING TOOL WHICH HELPS TO HIGHLIGHT AREAS OF STRENGTH AND WEAKNESS



# ACCOUNTING FOR AQA

Accounting for AQA: Part 1 and 2 books have been written for the new (2017).

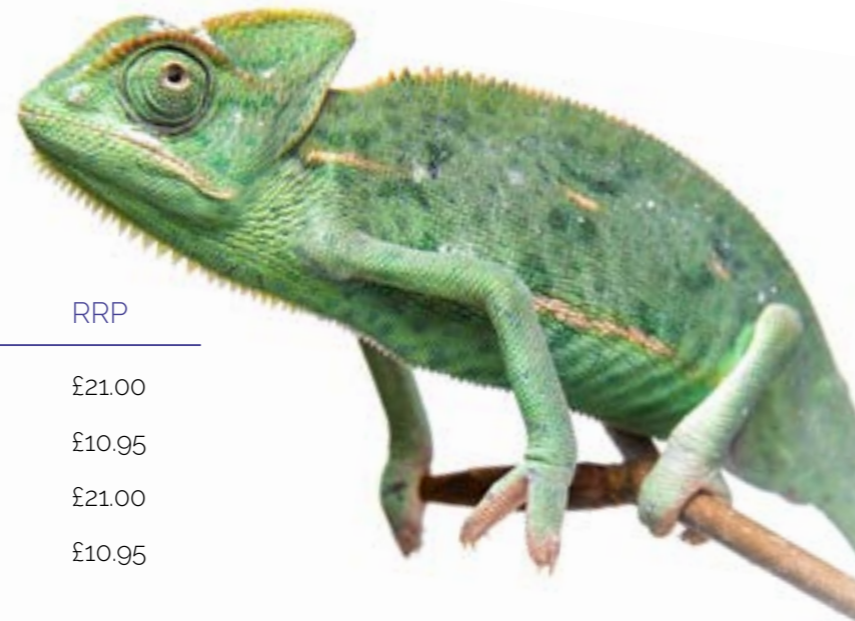


A clearly written text with full explanations and diagrams, numerous worked examples covering key areas of learning:

- wide range of questions appropriate for the AQA examinations
- full use of international accounting terminology
- Includes free true/false quizzes to accompany the book.



This Question Bank is a practical 'write in' study and revision aid for the AQA Accounting courses - the perfect companion to our comprehensive textbooks Accounting for AQA: Part 1 and 2 .



## BOOK LIST

TITLE	RRP
Accounting for AQA - Part 1	£21.00
Accounting for AQA - Part 1 Question Bank	£10.95
Accounting for AQA - Part 2	£21.00
Accounting for AQA - Part 2 Question Bank	£10.95

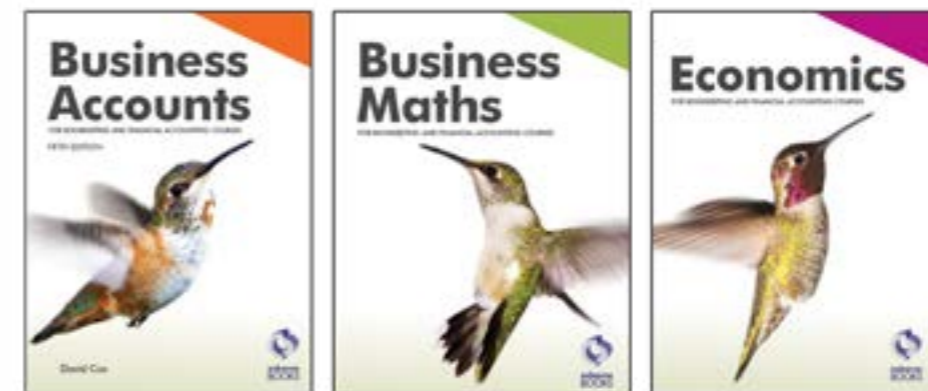
# ACCOUNTING AND FINANCE

This series includes clear, easy-to-read textbooks on a wide range of subjects, from computer accounting to financial management, including our ever popular Business Accounts.

## The ideal companion for college and first year degree courses, Business Accounts

is a popular and practical introduction to bookkeeping and financial accounting. This 5th edition has been updated to incorporate international accounting terminology.

- an easy-to-read, clear text with worked examples, Case Studies, questions and selected answers
- suitable for bookkeeping courses and accounting courses at GCSE, AS and A-Level, Higher National and First Year Degree



## BOOK LIST

TITLE	ISBN	RRP
Business Maths	978 1911198 109	£21.00
Economics	978 1911198 116	£21.00
Numbers, Darned Numbers and Accountants	978 1784154 578	£21.00
Business Accounts 5th Edition	978 1911198 147	£21.00

# SUPPORT AS YOU LEARN



Osborne Books supports training centres worldwide with our user-friendly, excellent value study books for a range of Accounting qualifications. The books are supplemented by free, online teaching and revision resources including e-books, crosswords and interactive assessments.



At Osborne Books, we are committed to providing a professional, efficient service. We want to ensure the book purchasing journey runs as smoothly as possible so support our customers by offering a variety of flexible ordering options.

Students can order from us directly via our website [www.osbornebooks.co.uk](http://www.osbornebooks.co.uk) where a generous discount is automatically applied. Ordering online also provides students with discount from other publications within our accounting and finance range and familiarises them with our website where they can access online student resources via our Student Zone.

**If you would like to know more about the services we can offer, view some titles from our range, including our exciting new range for AAT Q22, please do not hesitate to contact our dedicated team:**

**General Enquiries:** [books@osbornebooks.co.uk](mailto:books@osbornebooks.co.uk)

**Sales/Tutor enquiries:** [abbey.connolly@osbornebooks.co.uk](mailto:abbey.connolly@osbornebooks.co.uk)

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