

## General Enquiries

Tel: 0161 886 7070

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## AAT Foundation Certificate in Bookkeeping - Level 2

<b>Location</b>	Stretford Campus
<b>Duration</b>	10 weeks with daytime and evening options available. 21/09/2020 – January 2021 Monday: 17.00 – 21.00 24/09/2020 – January 2021 Thursday: 09.30 – 13.30 For further details please contact Course Enquiries on 0300 300 0090
<b>Full/Part time</b>	Part-time
<b>Department</b>	Business & Accounting



## Course Overview

If you are keen to start to work in accountancy and financial management, our Level 2 course will introduce you to the basics of the industry.

## Course Requirements

You must be aged 19+. You will be asked to complete an initial assessment to ensure your numeracy and literacy skills are sufficient to do well on the course. You should be working towards a minimum of level 1 for both Maths and English to commence the programme.

You must have access to a computer/laptop at home supported by Wi Fi. This is to enable access to all online materials throughout the programme via Microsoft Teams. In the event of a local lockdown due to Covid-19 delivery will be temporarily switched to an online model and platform.

## Mandatory Units

Bookkeeping Transactions

Bookkeeping Controls

## Course Progression

Successful completion of this course alongside an excellent attendance record will provide you with one of the entrance requirements for the Level 3 AAT Advanced Certificate in Bookkeeping or alternatively complete Foundation Certificate in Accounting at Level 2.

## Course Assessment

Examinations per unit

## Course Finance

£462

This includes the AAT Assessment costs (£100). Fees are due at enrolment. You are required to register with the AAT. Membership costs are currently £48 per annum.

For further details please contact Course Enquiries on 0161 886 7070

## Course Potential Careers

Career Options

The roles you are qualified to perform after completing this qualification include:

Accounts Administrator

Accounts Assistant

Accounts Payable Clerk

Bookkeeper

Payroll Administrator

Payroll Officer

Purchase/Sales Ledger Clerk

Tax Assistant

Trainee Accounts Technician

## Course Additional Information

Part-time