

## AAT Level 2 Certificate in Bookkeeping

Location	Stretford Campus
Course Type	Adult
Department	Accounting & Finance
Start Date	Thursday 19th September 2024
Duration	Part-time, 1 Year
Time	10:00 - 14:00
Fee	£ 324.00 You may be eligible for support with your tuition fees - please visit the college website - funding and finance page for further information
Course Code	TPQ-AC2C-1300

## 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.

## What You Will Learn

---

This course will provide a broad and in-depth introduction to the accounting function. Students will be able to develop their skills in finance administration, which involves basic costing principles, double-entry bookkeeping, and purchase, sales and general ledgers. Students will learn how to check the accuracy of transactions, calculate sales invoices and credit note and make entries in relevant books and ledgers.

## Assessment

---

Examinations per unit

## 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.

## Career Options

---

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

## Mandatory Units

---

- Bookkeeping Transactions
- Bookkeeping Controls

## Contact Details

---

For further information please contact T: 0161 886 7070 or E: [info@trafford.ac.uk](mailto:info@trafford.ac.uk)

## Disclaimer

---

Although every care has been taken to ensure that the information contained within this document is accurate, there may be changes to this programme and provision. We will endeavour to keep prospective and current students updated where appropriate and when the information becomes available.