



Introduction to Accounts Level 2 & Foundation Certificate in Accounting LEARN ONLINE

**Are you new to your accounting role?
Would you like to gain an AAT accredited qualification?**

Introduction to Accounts Level 2

Tuesday 5th January to 12th January - choice of times 9:30 - 12:30 or 18:00 - 21:00

This is a FREE 2-week non-accredited introduction course to AAT Level 2, which needs to be completed prior to progressing to the AAT Level 2 Foundation Certificate in Accounting. This course covers an overview of the AAT suite of qualifications and will help you decide which course is right for you.

Foundation Certificate in Accounting

Tuesday 19th January to 20th July - choice of times 09:30 - 12:30 or 18:00 - 21:00

This course is suitable for those with some accounts knowledge who are in an office environment, those going self-employed or looking to retrain for an accounting/bookkeeping role.

This course content is covered in 5 modules:

- Bookkeeping Transactions
- Bookkeeping Controls
- Using Accounting Software
- Elements in Costing
- Working Effectively

Please contact us to enquire about course fees as you could learn for free depending on your circumstances.

For online delivery via Skype you will need access to a Windows laptop or PC as you will need to download software. A MAC computer is not suitable. You will need access to the internet and an Email account. Your teacher will contact you via Skype/Email, and you will have the opportunity to contribute to group discussions across the County.

For more information visit our Accounting and Business Skills courses

<https://ebsontrackprospect.northyorks.gov.uk/page/findcourse>

To enrol call our Adult Learning Team on 01609 536066

Email: adultlearningservice@northyorks.gov.uk