

AAT Access Award Bookkeeping Level 1



In a nutshell

Are you interested in developing a new career or developing the skills to work self-employed? If so, this course could be the perfect launch into an exciting new direction with AAT.

This short course will cover the fundamental starting-knowledge to move into study on a broader basis and would be ideal for those unsure or nervous about undertaking the Foundation Certificate at this stage.

This course is for...

...You are looking to develop a career or become self employed in finance or accounting

...You are looking to develop your knowledge

...You are seeking a career change or to move back into study or employment after a significant amount of time away



COURSE INFORMATION LEAFLET

Course content

During this course you will learn the following regarding the skills and role of a bookkeeper;

- Understand the role of a bookkeeper
- Understand financial transactions
- Process customer and supplier transactions
- Process receipts and payments

Entry Requirements

There are no formal entry requirements however learners should have a good grasp of written and spoken English and be able to read and interpret basic financial information. The desire to study further and develop a career in finance or accounting is vital.

Additional information

This is a short course which provides the foundation learning for further full or part time study with AAT. The majority of learners progress to the Foundation Certificate in AAT which can be studied at Coleg Gwent.

Apply online at www.coleggwent.ac.uk

studentrecruitment@colegwent.ac.uk | 01495 333777 (Croesawn alwadau yn Gymraeg)

