



CITY AND ISLINGTON
COLLEGE

wk[©]
Westminster
Kingsway College

The College of
Haringey, Enfield
and North East London



 Capital
City
College
Training

Accounting Software - Level 1 Award (AAT)

This course offers a specialist technical introduction to using accounting software, which can be particularly useful if you are self-employed or working in small business and want to do your own bookkeeping. It can also offer you a route into employment, or help you to pursue further study with AAT.

WHAT WILL I STUDY?

Topics covered can include:

- Understanding the benefits and risks of using accounting software
- Setting up accounts
- Recording bank and cash transactions
- Producing reports using accounting software

WHAT WILL I NEED?

You do not need to have any previous qualifications.

All applicants must have an initial assessment and interview to confirm that the course is suitable for them.

HOW WILL I BE ASSESSED?

The qualification is assessed in one end-of-qualification assessment

WHAT WILL IT COST?

ADULTS - ENTRY LEVEL, LEVEL 1 AND LEVEL 2

Start Date: 8 January 2025

Duration: 13 Weeks

Attendance: Full Time

Location: Finsbury Park Centre

<https://www.capitalccg.ac.uk/candi/course/course-detail/pdf/15080/>



 Capital City
College Group
www.capitalccg.ac.uk

If you will be aged 19+ on 31st August prior to the start date of your course, up to Level 2, then your study with us will be free. You must have lived for 3 years within the EU/EEA/UK prior to the start of your course, you must have lived in the UK before 1st January 2021 and you must have permission to live in the UK for at least 12 months from the first day of learning. Please see [here](#) for the documents you will need to show us.

Some courses will have other associated costs, such as for specialist materials and trips. Many of our students are eligible for financial support, see [here](#) for details.

WHAT CAN I DO AFTER?

This course will help you to move on to higher level courses, or into employment in roles using accounting software.

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