



CITY AND ISLINGTON
COLLEGE

wk©
Westminster
Kingsway College

The College of
Haringey, Enfield
and North East London



Capital
City
College
Training

Accounting and Business Skills (With ESOL) - Level 1 Award (AAT)

This course gives you a strong foundation from which to progress to further study with AAT in either accountancy or bookkeeping. If English is your second language and you want to build on your business communication skills, this course is ideal as it is taught with ESOL support.

You will develop an understanding of how different organisations operate across both the public and private sectors, as well as how to contribute effectively in the workplace by working with others, managing your time, behaving professionally and maintaining security of data. The course will help you develop basic numerical skills needed in the workplace and life outside of work.

WHAT WILL I STUDY?

Topics covered can include:

- Mathematics for Accounting
- Understanding and developing skills in a range of basic mathematical functions using financial data
- Understanding basic mathematical concepts and applying a range of numerical skills required by financial professionals essential accounting procedures
- Applying basic accounting terminology to business documents and procedures
- Understanding the principles of single-entry accounting systems, including preparing to record business transactions in the books of prime entry
- Identifying types of coding and batch control
- Preparing documents to process receipts and payments
- Preparing a basic profit statement
- Creating business documents
- Understanding which documents should be used within the accountancy function and other areas of business
- Understanding the importance of good quality communications, including knowledge of formal and informal written communications Identifying different types of business documents and understanding why it is important to choose the right style for internal and external communications
- Accounting in a professional environment
- Understanding how efficient working practices and personal development will help both individuals and businesses to succeed
- Appreciating how the legal framework and ethical behaviour affect the way a business is run

Start Date: 7 January 2025

Duration: 13 Weeks

Attendance: Full Time

Location: Finsbury Park Centre

<https://www.capitalccg.ac.uk/candi/course/course-detail/pdf/15084/>



Capital City
College Group
www.capitalccg.ac.uk

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?

There is one assessment for all four units and it is computer-based.

WHAT WILL IT COST?

ADULTS - ENTRY LEVEL, LEVEL 1 AND LEVEL 2

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 in business and accounting.

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