



CITY AND ISLINGTON
COLLEGE

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Westminster
Kingsway College

The College of
Haringey, Enfield
and North East London



Capital
City
College
Training

Level 2 Certificate in Computerised Accounting for Business

The Level 2 Certificate in Computerised Accounting for Business is an entry-level qualification that teaches the fundamental skills needed to manage business finances using accounting software. It covers topics such as setting up accounting systems, recording financial transactions, managing ledgers, and producing financial reports. This certificate is ideal for individuals looking to start a career in accounting or enhance their business finance skills.

WHAT WILL I STUDY?

- You will study eight mandatory units organised across a knowledge unit and a skills unit. These units give you an excellent understanding of both the underpinning knowledge of double entry bookkeeping and computerised accounting software. This course provides you with a great proficiency of skills in bookkeeping and accounting.
- Banking procedures
- Principles of recording and processing financial transactions
- Principles of VAT
- Professional values and basic business legislation
- Setting up accounting software to manage accounting information
- Process routine payments and receipts using a computerised system
- Maintaining and recording the cash book
- Maintaining the journal

You will get:

- Access to Sage 50cloud Professional software for six months
- Enrolment on to the Sage Qualifications e-learning Portal, where you will be able to access all online learning materials with self-test activities, videos and tutorials.
- Practice simulations if you want to undertake some further exercises.
- Formative and summative testing that can be done in your own time at your own home.

WHAT WILL I NEED?

All applicants must have achieved L1 Award in Computerised Accounting for Business

Start Date: 10 January 2025

Duration: 18 Weeks

Attendance: Part Time

Location: Finsbury Park Centre

<https://www.capitalccg.ac.uk/candi/course/course-detail/pdf/40340/>



All applicants must have achieved L1 FS in English (Reading and Writing) and L1 Maths

Ideally applicants should have at least completed AAT L1 Award In Bookkeeping

All course materials and activities are provided online and can also be accessed via mobile, enabling you to study at times and locations that are convenient for you.

HOW WILL I BE ASSESSED?

You must complete eight mandatory units and earn sixteen credits to gain certification. To achieve these credits, you will complete self-assessments and practice tests, followed by final online assessments.

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?

Upon completion, you will be awarded with a Computerised Accounting for Business Qualification and certification at Level Two from Sage UK and Skillsfirst. After completing this course, you may wish to progress to the or move on to a part-time course or AAT Accounting programmes.

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