



CITY AND ISLINGTON  
COLLEGE

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Westminster  
Kingsway College

The College of  
Haringey, Enfield  
and North East London



Capital  
City  
College  
Training

# Computerised Accounting for Business - Level 1 Award

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?

There are 4 core units included in this qualification:

1. Using a computerised accounting application
2. Introduction to book-keeping
3. Working within book-keeping
4. Banking procedures

## 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?

To be awarded this qualification, learners must successfully achieve the following assessments:

- Portfolio of evidence
- Skills-based assessment

**Start Date:** 23 November 2024

**Duration:** 17 Weeks

**Attendance:** Part Time

**Location:** Tottenham Centre



Capital City  
College Group

[www.capitalccg.ac.uk](http://www.capitalccg.ac.uk)

## 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 using accounting software.

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