Computerised Accounting for Business - Level 1 Award

This level 1 qualification provides you with an introduction to computerised accounting software, bookkeeping and banking procedures.

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

WHAT WILL IT COST?

ADULTS - ENTRY LEVEL, LEVEL 1 AND LEVEL 2

Start Date: 20 April 2024

Duration: 12 Weeks

Attendance: Part Time

Location: Tottenham Centre

part of
Capital City
College Group

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.

Adults

Entry Level, Level 1, Level 2

If you will be aged 19 or older on 31 August in the year you begin your course and have been resident in the UK/EU/EEA for the past 3 years, your course may be free, depending on your circumstances. Some courses will have other costs associated, such as materials and trips. Many of our students are eligible for financial support when studying at college – please click here for more information.

WHAT CAN I DO AFTER?

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

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