



Course

Award In Computerised Accounts (QCF): Level 1

QUALIFICATION NAME: Award In Computerised Accounts (QCF): Level 1

COURSE CODE: A1972

AWARDING BODY: City & Guilds

LOCATION: Wembley Park

MODE(S) OF STUDY:

START DATE:

02-09-2019

DURATION: 15 weeks

FEES:

UK (16-18): from £

UK (19-23): from £

UK (24+): from £

OVERVIEW OF THE COURSE: This course is for you if you want to enter or progress in the field of computerised accounts. You will develop your skills using the Sage package to produce accurate, professional and well presented accounts. It is advisable that you complete the Level 1 in Book Keeping before attempting this course.

COURSE CONTENT:

The course includes:

- * Create accounts using computerised software

- * Process accounting information using computerised software
- * Understand how to use batch control sheets
- * Produce reports using computerised accounts software

WHAT ARE THE ENTRY REQUIREMENTS?: You will need English and Maths skills at Entry 3 or equivalent. If you do not have evidence of your English and Maths levels you will be given an online English and Maths assessment after you submit your application. If you meet the entry requirements you will then be offered an interview with a tutor to discuss the course.

HOW IS THE COURSE TAUGHT?: You will be taught in fully equipped classrooms through practical demonstration.

HOW WILL I BE ASSESSED?: You will be assessed via an external examination

THE APPLICATION PROCESS:

WHAT SUPPORT IS AVAILABLE?: Our qualified tutors will support and guide you in the classrooms/workshops and through tutorials as they help you to develop the skills and techniques required in industry. Learning Support is also available for those with learning difficulties/disabilities; please let us know on application if you require this service. If you need help or advice on other matters such as welfare and finance, please contact our Course Information Centres at Willesden or Wembley Park.

WHAT SOCIAL ACTIVITIES CAN I TAKE PART IN?: We offer a programme of social and sports activities to all our students; full information is available from the Student Room at your centre of study. Student rooms are available for those who want to play games, meet up with friends or just chill.

WHAT FACILITIES AND RESOURCES ARE AVAILABLE?: A range of snacks, hot and cold foods are available to purchase in the canteen and café facilities, as well as vending machines. Halal meat and washing facilities are available at both centres. We have Quiet Rooms for those preferring to reflect. LRCs (libraries) are available at both centres, fully equipped with a wide range of learning materials and qualified friendly staff on hand to support you.

WHAT ELSE SHOULD I KNOW?: Annually we take part in a range of national and regional competitions in a wide range of subject areas for those keen to show off the skills they have gained on their courses. Competition entry is not compulsory and does not apply to all subject areas; please ask your tutor if it applies to your course.