**Business and Accounting**

**Kit list**

**All business, marketing and administration courses:**

* Pen
* A4 lever arch file
* A4 plastic wallets
* Notebook and files
* Calculator (for finance based units)
* Laptop or Pc with Microsoft Word and PowerPoint for studying online via Microsoft Teams
* You will be required to dress professionally for all days you are in college. This means formal business clothing but does not have to be expensive suits.   
  Please do not wear:
* Tracksuits
* Sportswear
* Loungewear
* Hoodies
* Low-cut or cropped tops
* Ripped jeans

**Business Level 3:**

* Practice assessments plus + Pearson REVISE BTEC National Business Practice Assessments Plus U3  <https://www.amazon.co.uk/National-Business-Practice-Assessments-Nationals/dp/1292256672/ref=asc_df_1292256672/?tag=googshopuk-21&linkCode=df0&hvadid=310977458808&hvpos=&hvnetw=g&hvrand=6907237489524091069&hvpone=&hvptwo=&hvqmt=&hvdev=c&hvdvcmdl=&hvlocint=&hvlocphy=1006914&hvtargid=pla-598783407051&psc=1&th=1&psc=1>
* BTEC National Business Revision Workbook  <https://www.amazon.co.uk/National-Business-Revision-Workbook-Nationals/dp/1292150114/ref=asc_df_1292150114/?tag=googshopuk-21&linkCode=df0&hvadid=310850997089&hvpos=&hvnetw=g&hvrand=6907237489524091069&hvpone=&hvptwo=&hvqmt=&hvdev=c&hvdvcmdl=&hvlocint=&hvlocphy=1006914&hvtargid=pla-627353430477&psc=1&th=1&psc=1>
* BTEC Level 3 National Business Study Guide  <https://www.amazon.co.uk/Level-National-Business-Study-Guide/dp/1846905621>

**Accounting**

* Pen
* Paper
* Calculator (every lesson)
* Laptop or PC with Microsoft Word and PowerPoint for studying online via Microsoft Teams
* BPP unit study book for respective lessons each day

**For further information please contact Kimberley Carlin:** [**Kimberley.Carlin@wnc.ac.uk**](mailto:Kimberley.Carlin@wnc.ac.uk)