



Skillsfirst Award in Computerised Accounting for Business (Level 1-3)

Studying these qualifications with us in a classroom based setting gives you the opportunity to learn the manual knowledge based modules to support the computerised bookkeeping processes, giving you a comprehensive learning experience and a thorough knowledge in all the modules required in bookkeeping.

In order to enrol on this course you must have a laptop available to bring along to the classroom sessions with wifi connection ability. You will need a wifi connection at home to complete the home study elements and your laptop comply with minimum specifications Sage software is not compatible with Windows XP or Apple Macs - unless you are running Windows Vista or Windows 7 via Apple's Boot Camp utility

Level 1 is aimed at beginners, this qualification provides an introduction to computerised accounting software, as well as providing the underpinning knowledge of how the software is working using double-entry bookkeeping. You also explore the responsibilities of working within bookkeeping and get to understand the principles of banking procedures.

Jointly developed by Sage UK in partnership with Skillsfirst, this RQF Accredited Qualification could help you to become a bookkeeper, a purchase ledger clerk or a credit controller.

What subjects are covered?

You will study four mandatory units organised across a knowledge unit and a skills unit. These two units will give you an excellent start in bookkeeping and accounting:

- Introduction to bookkeeping
- Working with bookkeeping
- Banking procedures
- Using a computerised accounting application
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What do you 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 are available if you want to undertake some further exercises
- Formative and summative testing that can be done in your own time at your own home
- Classroom tuition of 9 weekly 2 hour classes.



What is the study mode?

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. You also receive supplementary printed material during your classroom sessions.

How long will it take?

This course usually requires 33 hours of study. Initially, you have access to the software and portal for six months, but this can be extended for a small additional cost. In addition to the 18 hours classroom tuition we estimate a further 15 hours of home study.

How are you assessed?

You must complete four mandatory units and earn nine credits to gain certification. To achieve these credits, you will complete self-assessments and practice tests, followed by final online assessments which can be undertaken in your own home at a time of your choice.

What qualification do you receive?

Upon completion, you will be awarded with a Computerised Accounting for Business Qualification and certification at Level One from Sage UK and Skillsfirst.

What could you do after this course?

After completing this course, you may wish to progress to the Skillsfirst RQF Computerised Accounting for Business Level 2 Qualification.

Level 2 is ideal for people who have a basic understanding of how bookkeeping, this course will cover how to use Sage 50cloud Accounts software to manage daily processes and more advanced functions, such as producing invoices, credit control, reconciling accounts and management reports. This course will also give you an excellent grounding in double entry bookkeeping so that you can understand how Sage 50cloud software is working. This enables you to process, control and correct accounts to produce accurate information.

Jointly developed by Sage UK in partnership with Skillsfirst, this RQF Accredited Qualification could help you to become a bookkeeper, a purchase ledger clerk or a credit controller. This qualification would also greatly benefit owners of small businesses who use Sage.

What subjects are covered?

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

What do you get?

- Access to Sage 50cloud Professional software for six months - extensions to the software are available for a small extra fee
- 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.
- Classroom tuition of 25 weeks at 2 hours.

What is the study mode?

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. You will also receive supplementary printed material during your classroom sessions.



How long will it take?

This course usually requires 104 hours of study. Initially, you have access to the software and portal for six months, but this can be extended for a small additional cost. In addition to the 50 hours tuition, we estimate a further 54 hours of home study.

How are you 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 which can be undertaken in your own home at a time of your choice.

What qualification do you receive?

Upon completion, you will be awarded with a Computerised Accounting for Business Qualification and certification at Level Two from Sage UK and Skills first.

What could you do after this course?

After completing this course, you may wish to progress to the level 3 diploma.

The level 3 diploma in Computerised Accounting for Business deals with more advanced knowledge and skills relating to cash flow management, preparing VAT returns, final accounts for sole traders and the principles of partnership accounting. Jointly developed by Sage UK in partnership with Skills first, this RQF Accredited Qualification will give you the more advanced skills required to be the bookkeeper for a small firm or within an accounts department.

What subjects are covered?

You will study ten comprehensive mandatory units which give you an advanced understanding and comprehensive skills in bookkeeping and accounting.

- Responsibilities of a Finance Professional
- Principles of accounting concepts
- Principles of preparing basic financial statements
- Principles of Partnership Accounting
- Accounting for Not for Profit Organisations



- Cash Flow Management
- Introduction to a Cost Recording System within an organisation
- Prepare and complete a VAT return
- Standard and advanced budgeting using a computerised accounting package
- Using computerised accounting software

What do you get?

- Access to Sage 50cloud Professional software for six months - extensions to the software are available for a small extra fee
- 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.
- Classroom tuition of
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What is the study mode?

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. You also receive supplementary material during your classroom sessions.

How long will it take?

This course usually requires six months of study as it is a large qualification. Initially, you have access to the software and portal for six months, but this can be extended for a small additional cost.

How are you assessed?

You must complete ten mandatory units and earn thirty-seven credits to gain certification. To achieve these credits, you will complete self-assessments and practice tests, followed by final online assessments which can be undertaken in your own home at a time of your choice.

What qualification do you receive?

Upon completion, you will be awarded with a Computerised Accounting for Business Diploma and certification at Level Three from Sage UK and Skillsfirst.

What could you do after this course?



After completing this course, you may wish to move on to the Sage Payroll Qualifications.

