

<b>Name of Course:</b>	<b>Computerised Accounts</b>
<b>Awarding body:</b>	<b>Pitmans</b>
<b>Qualification:</b>	<b>Computerised Accounts Levels 1 &amp; 2</b>



### What does the course cover?

This course covers all aspects of computerised accounting required for running small to medium sized businesses, from the basics of setting up your accounts to VAT returns and Audit Trails.

#### Level 1

Level 1 will take you through; debit and credit, transactions and double entry, bank receipts and payments, profit and loss reports, balance sheets, supplier and customer details, invoicing, stock control, credit notes, account balances, customer/supplier activity and payments.

#### Level 2

Level 2 will consolidate all you have learned in Level 1 and include; bank transfers and reconciliation, recurring entries and editing, VAT returns and VAT reconciliation, audit trails and other useful reports.

### What does the course cost?

The course costs £380, payable in advance. Study will prepare you to take the Computerised Accounts Level 2 certificate; study and preparation for the Level 1 Computerised Accounts certificate is also included within the price.

### What opportunities does this course offer?

The course has been designed to enable you to develop advanced skills required to keep computerised accounts using Sage Line 50 software. This is a widely used software program by businesses and individuals. The skills you will acquire from the course can be used effectively in the workplace or at home.

### How is the course taught?

You work from a manual and the learning material is designed for you to work at your own pace. Each part of the package is structured to take you through each procedure step by step, with illustrations to help you and worked examples of the exercises. You will get plenty of 'hands-on' experience and practice material to prepare you for the examination.

If you need help at any time the tutor is available by e-mail or telephone and if you are really stuck then a one-to-one session can be arranged.

### How is my learning assessed?

As you work through the module you will be constantly building on knowledge gained in previous sections. It is very important that you work at a pace that suits you, so if you don't feel very confident at the end of a particular section then you are free to go back and repeat it. There are worked examples included in the module so that you can check your work as you go and at the end of the module there are 3 practice self assessments and 3 assessments which will be marked by the tutor. Whenever you feel ready to take them, all the assessments are available at the centre.

### **How long will the course take?**

Once you have filled in the enrolment forms and we will arrange your start date and time

### **What are the entry requirements?**

There are no formal entry requirements but you do need to be computer literate and be able to manage files. A knowledge of double entry bookkeeping would be advantageous.

### **What do I get when you enrol?**

The fees include all the materials for the course, computer time and exam fees.

### **How do I start?**

Once you have filled in the enrolment forms and we will arrange your start date and time

### **Where can you get further information?**

**Contact Lorna Lacey, Training Manager, on 01271 818078  
mobile 07989 398016 or e-mail: [llacey@path-finder.org.uk](mailto:llacey@path-finder.org.uk)**