

Course Description and Outline

Course Title	Sage Accounting Beginners		
Level of Course	Beginners	Course Code	A1389
Duration in Weeks	3 weeks		
Brief Description of Course What will the course cover?	This course will enable you use the Sage accounting software to carry out routine accounting tasks. These will include being able to create accounts and process accounting information in respect of the sales and purchase ledger.		
Entry Requirements	You will need a basic understanding of adding and subtracting including use of decimals together with a basic knowledge of bookkeeping. You also need basic IT skills.		
Main Learning Outcomes for all Learners (Maximum of 5) By the end of the course you will be able to:			
1	Set up Sage for a sole trader		
2	Create accounts		
3	Process sales and purchase ledger items		
4			
5			
Equipment Required What will I need to bring to class?	You will need a calculator, along with pens, notebook and USB memory stick.		
What courses can I go on to?	Sage Intermediate		

What examination or assessment will there be and what will it involve?

At the start of the course you will complete an initial assessment. This will provide a starting point for your learning. The Tutor will continuously assess your work and keep a record of your progress.

There is no examination with this course.

If you have attended regularly and completed the tasks necessary to achieve the course goals you will gain the necessary reading, speaking, writing and listening skills to continue to the next level.

How will I know I am making progress?

The tutor will give you continuous feedback on your work as well as suggestions for improvement.

You will have an individual learning plan to monitor your own progress.

The tutor will keep a record of your work and performance and discuss this with you.

You will gain more from the course if you commit study time to it outside the classroom.

Is there anything else I need to know?

In general, we will not allow late entry to any course after the first two weeks. In all cases the full fee will be charged.

You can discuss issues with your tutor or the Assistant Programme Manager at any time during the course.

What if I want extra support? Contact the Learner Support & Advice Team

We want to support all our learners to achieve their goals. If you want help to decide what to do next or if there are any circumstances which you think may prevent you from studying (such as financial problems, lack of basic skills, disability or a learning difficulty) we may be able to help. For these and any other queries call the Learner Support and Advice Team ring back service on 020 7364 5665.

This is a brief description of the course content and is not definitive or exhaustive. The course content may be subject to change without notice however the details above are intended to give a picture of the types of activities which may be included on the course.

Course outlines provide a general summary of the contents and material to be covered during lessons. They are subject to change at the discretion of teachers to meet the needs of learners and should not be regarded as prescriptive lists of activities to be covered.

