



TRAINING

Financial Skills

Level 1 Computerised Accounting for Business with Sage 50 Cloud

Level 2 Computerised Accounting for Business with Sage 50 Cloud

Name of Training Organisation:	TDLG LTD
Sector offered:	<p>The aim of the combined qualifications is to give the learner a good general knowledge of bookkeeping and accounts for the workplace. The Level 1 and Level 2 courses are delivered through a blended learning mix of lectures, online learning, knowledge tests and assignments.</p> <p>Attendance for the Level 1 and Level 2 courses is over a 30-hour flexible pro-rata, with an amount of home learning each day. Classroom based learning starts at 10.00am each day until around 3.30pm</p> <p>However, TDLG are required to consider individual's needs, so the course can be flexible for those with childcare needs, healthcare issues or need to attend an interview for work. Please speak with us and we will make specific arrangements where required.</p>
Course Content:	<p>SkillsFirst Level 1 Award in Computerised Accounting for Business (601/7288/5)</p> <p>The Level 1 Award in Computerised Accounting for Business (RQF) units are designed to:</p> <ul style="list-style-type: none"> • Give an introduction to computerised accounting for business. To understand the basics of financial record keeping and Sage accounting software and introduction to double-entry bookkeeping system. • To provide learners with an introduction to posting transactions to ledger accounts, journal entries and business documents, basic banking procedures and bookkeeping terminology. <p>Mandatory Units:</p> <ul style="list-style-type: none"> • Computerised Accounting Software • Introduction to bookkeeping • Working within bookkeeping • Banking procedures



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Course Content:	<p>SkillsFirst Level 2 Certificate in Computerised Accounting for Business 601/4954/1</p> <p>The Level 2 Certificate in Computerised Accounting for Business (RQF) units are designed to:</p> <ul style="list-style-type: none"> • Provide learners with an understanding of financial record keeping using Sage accounting software and the fundamentals of double-entry bookkeeping. • Give learners the necessary skills to carry out a range of day-to-day computerised accounting routines and activities using Sage software, including carrying out routine basic bookkeeping tasks such as recording opening balances in computerised accounting system, posting transactions to ledger accounts, the preparation and use of journal entries, and the preparation and uses of business documents. The qualification also introduces learners to the basics of cost accounting. • Provide learners with an understanding of the importance of maintaining accuracy, security and data integrity in performing any bookkeeping tasks using accounting software. • Give learners a greater understanding of the capabilities of the software and how it can improve financial management and control of a business. <p>Mandatory Units:</p> <ul style="list-style-type: none"> • Using computerised accounting application • Principles of recording and processing business transactions • Professional values and basic business legislation • Principles of VAT • Banking procedures • Maintaining and reconciling cashbook • Maintaining journal
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Please note: You will be required to provide a Valid Passport, Driving Licence or Birth Certificate and a proof of benefit letter dated within 3 months of you starting the course.

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