

Session 2009/2010

City & Guilds Pitman Qualifications Computerised Accounts (SAGE Software)

Part-Time Course Duration: 16 weeks Level 1 & 2: one morning or one evening a week
Level 3: one evening a week

	Day	Time	Start Date
<u>Levels 1 & 2</u>	Thursday	10am – 12noon	24.09.09
	Tuesday	6.30pm – 8.30pm	22.09.09
	Wednesday	6.30pm – 8.30pm	24.02.10
	Thursday	10am – 12noon	04.02.10
<u>Level 3</u>	Wednesday	6pm – 8.30pm	30.09.09
	Wednesday	6pm – 8.30pm	24.02.10

Course Outline

These are practical courses using the **SAGE** software package, which is used by many small and medium sized businesses. The courses will enable students to familiarise themselves with the use of computers in accounting procedures. Levels 1 and 2 are studied together in one course; students may then choose to progress to the more advanced features of the Sage package covered at Level 3.

Course Content

<p><u>Level 1</u></p> <ul style="list-style-type: none"> • Introduction to the Sage software package • Adding new customer and supplier accounts • Creating nominal ledger accounts • Processing invoices, credit notes, receipts and payments • Calculating and reconciling batch totals • Printing out ledgers, balances and accounts 	<p><u>Level 2</u></p> <p>In addition to the skills required for level 1 you are required to:</p> <ul style="list-style-type: none"> • Enter initial capital, cash, cheque and other bank transactions inc. transfers between bank & cash • Prepare nominal journal entries • Process wages journal • Correct errors by credit note or journal entry • Enter VAT codes • Produce a Trial Balance, Aged Debtor & Creditor Schedules and Supplier/Customer Account Schedules and print out various Day Books and Statements
<p><u>Level 3</u></p> <ul style="list-style-type: none"> • Add and amend accounts • Process nominal, sales and purchase ledger transactions • Set up supplier and customer settlement terms, credit limits etc. • Process discounts 	<ul style="list-style-type: none"> • Transfers between accounts • Bank reconciliation statements • Bad debt entries • Purchase, sale and depreciation of fixed assets • Accruals and prepayments • Closing stocks • Profit & Loss Account and Balance Sheet

Students will be prepared for Pitman's Level 1 and Pitman's Level 2 exams, and may choose to progress afterwards to the Level 3 course and exam (though see 'Entry Requirements' below, particularly for Level 3).

Entry Requirements

No specific qualifications are required for Levels 1 and 2.

Requirements for Level 3 – Students progressing to Level 3 should have completed Levels 1 and 2, or be confident that they have the skills covered by those levels from other courses or work experience. In addition, Level 3 requires candidates to have a **thorough understanding of manual bookkeeping procedures**, from basic double-entry through to final accounts stage. The level of knowledge required could have been gained from having completed the AAT Intermediate / Advanced Certificate Stage, the City & Guilds Pitman's Certificate in Book-keeping and Accounts at Levels 1 & 2 or an equivalent qualification (if in doubt, please speak to Jane Taylor; contact details below). If you need to gain this knowledge prior to undertaking the Level 3 Computerised Accounts the College offers the City & Guilds Pitman's Certificate in Book-keeping and Accounts courses at Levels 1 and 2 (see part-time prospectus).

Fees	<i>Tuition</i>	<i>Exam</i>
Levels 1 & 2 combined	£165	2 exams totalling £49
Level 3	£179	£30

For level 3 there is an optional additional cost of £23 for books
All costs shown are approximate

Progression

Students who have gained the above qualifications in computerised accounts may wish to extend their knowledge by studying the manual preparation of accounts (see course leaflet on City & Guilds Pitman Qualifications Book-keeping and Accounts Levels 1 and 2).

Those who intend to pursue a career in accounts may wish to progress to other vocational accounting courses such as the Association of Accounting Technicians (AAT), offered by the college.

How to Apply

Application forms can be obtained from the enrolment centre, telephone 01785 275607. You can also download an application form for part-time courses by visiting our website www.staffordcoll.ac.uk. The completed form should be returned to: Enrolment centre, Stafford College, Earl Street, Stafford ST16 2QR.

Further Information

If you would like any more information about the College or our courses, then write, visit, or telephone The Enrolment Centre on 01785 275607. Our e-mail address is: enquiries@staffordcoll.ac.uk. If you are unsure about which course to take, we can arrange for you to get the advice you need from a member of our guidance team.

Equality & Diversity

Stafford College is committed to achieving equality of opportunity for all staff, students and members of the community it serves. In doing so, the college will actively work to achieve equality regardless of age, race, skin colour, disability, gender, marital status, sexuality and faith.

Contact Details

If you wish to discuss the course in more detail you may contact:

Jane Taylor (Course Manager): Telephone 01785 275561 or e-mail: j.taylor@staffordcoll.ac.uk

Sue Evans (Faculty Manager): Telephone 01785 275534 or e-mail: s.evans@staffordcoll.ac.uk