



Day:	Wednesday
Time:	6.30pm-9.00pm
Start Date:	7 September 2011 32 Weeks
Numbers:	Minimum: 10 Maximum: 14
Course Title and Level :	SAGE Bookkeeping Level 1
Course Fee:	£325
Tutor:	Debbie Jarvis

Who is the Course for?

This is the OCR Level 1 Extended Award in Bookkeeping Skills (05526). It is aimed at people new to bookkeeping or who wish to refresh their skills. The Awards are suitable for those who are studying in preparation for employment in bookkeeping job roles. They are also suitable for those who are already employed in bookkeeping/data processing roles and who wish to develop their skills.

Do I need an interview? No

What are the aims of the course?

The course aim is to prepare students for successful completion of the Level 1 OCR Award. Despite this being focussed on the Sage software, there are a number of manual units required to give students the fundamentals of bookkeeping prior to reflecting these in the computerised units.

The units you will cover are preparing and processing bookkeeping documents, recording credit transactions, making and receiving payments, recording receipts and payments and maintaining petty cash records. Using Sage software you will record routine bookkeeping transactions, and prepare and record sales and purchase documents.

What will the sessions consist of?

The sessions are all tutor-led, but you will be expected to practise at home or here at the college if necessary. We encourage students to use the Student Training Disk available from Sage UK and based on Instant Accounts.

How is the course assessed?

All of the units are assessed by manual and computer-based assignments that are set and marked by OCR. Performance is graded as Pass or Fail.

How can I prepare for the course?

Read through the full qualification description on the OCR website at http://www.ocr.org.uk/qualifications/type/qcf/acc_book/bs_l2_ext_award/index.html

Key Facts

The "Student Instant Accounts CD" is available through the college at a good saving compared to the single retail cost.

**What Next?
Contact us**

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