



<b>Day:</b>	Wednesday
<b>Time:</b>	6.30pm-9.00pm
<b>Start Date:</b>	25 January 2012      9 Weeks
<b>Numbers:</b>	Minimum: 0      Maximum: 12
<b>Course Title and Level :</b>	SAGE Bookkeeping Level 1 Award
<b>Course Fee:</b>	£200
<b>Tutor:</b>	Debbie Jarvis

### Who is the Course for?

This is the OCR Bookkeeping Skills (Computerised) Level 1 Award (05525). It is aimed at people who have basic bookkeeping knowledge and/or wish to refresh their skills. The Award is suitable for additional preparation for employment in bookkeeping job roles. They are also suitable for those who are already employed in bookkeeping/data entry roles and who wish to develop these skills. This is a short intensive course and learners will need to be committed to achieve within the timescales.

**Do I need an interview?** YES

### What are the aims of the course?

The course aim is to prepare students for successful completion of the OCR Bookkeeping Skills (Computerised) Level 1 Award .

There are two computerised units which need to be achieved in order to complete the qualification.

The units you will cover are: C1 -Recording routine bookkeeping transactions and C2 -Preparing and recording sales and purchase documents.

The Award will give learners the ability to carry out basic sales and purchase bookkeeping functions using Sage. There are no manual bookkeeping units on this course.

### What will the sessions consist of?

The sessions are all tutor-led and will be completed in the college using Sage 50 Accounts. All sessions will be activity based and Sage will be used in every session to enable learners to get maximum practice. Additional practice can be carried out individually by arranging access to the college computers via the Learning Resources Centre at other times of the week.

### How is the course assessed?

All of the units are assessed by 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\\_comp\\_l2\\_award/index.html](http://www.ocr.org.uk/qualifications/type/qcf/acc_book/bs_comp_l2_award/index.html)

### Key Facts

This is a short intensive course to achieve a Level 1 Award. Manual units can be taken in September 2012 if students are interested in developing their bookkeeping skills further, and achieving the Level 1 Extended Bookkeeping Skills qualification.

**What Next?  
Contact us**

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