

Bookkeeping with Sage Level 1



OCR Level 1 Diploma in Bookkeeping

The UK's benchmark Level 1 qualification for Bookkeeping

For more information, contact:

Kettlethorpe High School
Maths and Computing College
Community Learning Centre
Standbridge Lane, Sandal
Wakefield
WF2 7EL
Telephone: 01924 229071
Email: info@khsclc.co.uk
Website: www.khsclc.co.uk

When is this course?

Course starts: September 2008

Day & time: to be confirmed

Who is this course for?

- People who have successfully completed Next Steps in IT, and who wish to go on to gain a nationally recognised Level 1 qualification in Bookkeeping.
- People who want to gain bookkeeping skills for employment purposes.
- People who are already employed in bookkeeping roles and who wish to develop introductory knowledge of the underlying principles and practices.

Are there any entry requirements?

You will have a GCSE in Mathematics at grade G or above or you will have passed the National Test in Adult Numeracy at Level 1 or above. If you need to bring your numeracy skills up to this level, talk to the Centre staff to find out about our numeracy courses.

Please show your GCSE certificate or National Test in Adult Numeracy Certificate to the Centre staff when you enrol.

You will have an IT skill level equivalent to that gained from the OCR Entry Level Certificate for IT Users. You may have successfully completed our Next Steps in IT course. You may have gained your IT skills informally by regularly using a public access PC or a PC at home or work.

To be successful in bookkeeping at level 1 you should have the following IT skills, abilities and experience.

- Competent mouse skills: e.g. you should be able to point, left-click, right-click and double-click, and use the mouse appropriately to select, set a text insertion point, display a short-cut menu and open a folder, file or programme.
- Competent keyboard skills: e.g. you should be able to use appropriately the shift, tab, Caps Lock, Num Lock, Enter, Delete, backspace, and navigation keys as well as the alphanumeric, punctuation and symbol keys.
- Some experience of how to launch, close and use at least 3 software applications, e.g. a word processor, a web browser and a spreadsheet.
- Be able to create and save new documents and to find, edit and save existing documents.
- Be able to enter and edit case-sensitive text and numbers accurately in documents and input boxes, e.g. usernames, passwords, URLs, key-word searches, email addresses, folder-names and filenames.
- Be able to use the common controls found, for example, on dialogue boxes; e.g. command buttons, drop-down lists, list boxes, check boxes, option buttons, spin buttons and text boxes.

If you need to bring your IT skills up to this level, talk to the Centre staff to find out about our entry level IT courses.

Wakefield Adult and Community Education Service

Tel: 01924 303302

www.WakefieldAces.org.uk

Email: aces@wakefield.gov.uk

wakefield
City of Wakefield Metropolitan District Council

What will I learn?

The course consists of five units. Unit 1 is a mandatory unit. Units 1, 2 and 3 are manual accounting units – units 4 and 5 are computerised accounting units.

Unit 1: Posting to Accounts (manual)

You will learn how to use double entry bookkeeping to accurately record transactions using ledger accounts and to accurately total and balance ledger accounts.

Unit 2: Maintaining the Cashbook (manual)

You will learn how to use analysed petty cash books to write up petty cash transactions accurately and to total and balance petty cash books accurately. You will also learn how to use the imprest system to prepare a cheque for reimbursement of imprest.

Unit 3: Maintaining the Petty Cashbook (manual)

You will learn how to use a three-column Cash Book to write up the Cash Book accurately, balance the Cash Book accurately and prepare a bank reconciliation statement.

Unit 4: Maintaining Ledgers (computerised)

You will learn how to load SAGE accounting software and how to maintain ledgers on a computerised accounting system. You will also learn how to create accounts, enter transactions, correct errors and print appropriate accounting reports.

Unit 5: Processing Sales and Purchase Documents (computerised)

You will learn how to use SAGE accounting software to edit account details and to produce service invoices, credit notes, remittance advice notes and specified customer reports.

How much does it cost?

to be confirmed ... courses are free if you claim certain benefits.

This includes your registration and examination fees and all course materials.

How long is the course?

The OCR Level 1 Diploma in Bookkeeping is 102 hours long.

How will I learn?

Tutor-facilitated hands-on use of accounting techniques and Sage accounting software in a classroom setting.

How will my work be assessed?

You will be registered for the Oxford Cambridge and RSA Examinations (OCR) Level 1 Diploma in Bookkeeping.

Unit 1 is assessed by examination which will be held at set times during the year.

Unit 1 results are graded: Distinction, Pass, Fail.

Units 2, 3, 4 and 5 are assessed by OCR-set assignments that are administered by the Centre at a time chosen by the Centre.

Units 2, 3, 4 and 5 are graded: Pass, Fail.

All Units are marked by OCR-appointed Examiner-moderators.

All examination tasks and assignment tasks are practical and allow you to demonstrate your skills and knowledge in a format that is both logical and realistic.

What happens in the first class?

The first class will include enrolment information and advice based on your existing bookkeeping and IT skills, together with an induction to your learning centre and course.

Do I need to do additional work outside the class?

You will need to practise between classes. Your tutor will give you tasks to do between classes.

Can I get extra help?

Support with English and maths is available through our network of literacy and numeracy workshops, along with general study skills support through our Study Skills Workshops.

If you feel you may need extra help because you are disabled or have a learning disability, please discuss this with the centre organiser before the start of the course - more information is available in our disability statement.

Is there anything else I need to know about this course?

You are expected to attend a minimum of 80% of classes.

Where next?



Successful completion of the OCR Level 1 Diploma in Bookkeeping will give you the accounting skills you need to move on to our Level 2 Sage Accounting course. The Level 2 course leads to the nationally recognised benchmark qualification; the Oxford Cambridge and RSA (OCR) Level 2 Diploma in Accounting.



The OCR Level 2 Diploma in Accounting can help you gain employment where level 2 accounting skills are an essential part of the job.



If you wish to expand your general IT skills to include other software applications, we have a range of courses for IT Users from Entry Level to Level 3 such as e-Citizen, ECDL and ECDL Advanced from the British Computer Society, New CLAiT from the Oxford Cambridge and RSA Examinations and Microsoft Office Specialist from the Microsoft corporation.



ECDL



Which course you choose will depend on your general IT skill levels. Ask for the course information leaflets or talk to your tutor for further advice.

For more specialised IT skills we also have courses in digital imaging with Adobe Photoshop software, Website Creation with Microsoft FrontPage and Text/Word Processing with Microsoft Word.



If you are more technically minded, you may want to have a go at our City & Guilds Level 2 Certificate in IT Systems Support (PC Maintenance). Many of our former learners on this course have gone on to find employment as IT technicians.

The OCR Level 2 Diploma in Accounting can be used as accredited prior learning for ITQ level 2. Find out more about ITQ by contacting the Manygates Education Centre on 01924 303302.



Find out more about our other courses by asking at the centre where you are studying.

Wakefield Adult and Community Education Service

Tel: 01924 303302

www.WakefieldAces.org.uk

Email: aces@wakefield.gov.uk



We are committed to ensuring that all members of the community have equal access to our courses and an equal chance to succeed within them.

All our courses work to the RARPA quality standard (Recognising and Recording Progress and Achievement). This means that your tutor will: (1) set clear programme aims; (2) find out what you already know and what you want to achieve; (3) work with you to agree learning outcomes for you; (4) assess your progress during the course and give you feedback on this; (5) assess your achievement with you at the end of the course. Your tutor will explain this more fully during the course.

We reserve the right to close or cancel courses at our discretion owing to, for example, the unavailability of tutors, facilities, or insufficient enrolment. If an entire course is cancelled, your fee will be refunded in full unless we can offer you a reasonable alternative.