

## Course Descriptions

Sage Accounting Level 1							
Course code	Start Date	End Date	Duration	Day	Time	Cost	Advice & Guidance
SAGE1E/10	20/09/10	02/12/10	10 weeks	Monday & Thursday	18:00-21:00	£250	Personal interview
SAGE2E/10	10/01/11	24/03/11	10 weeks	Monday & Thursday	18:00-21:00	£250	Personal interview

### Who is this course for?

This intensive ten-week course is designed for those who are interested in working with accounts' data and wish to learn about the computerisation of such data.

### What is the level of the course?

Level 1 in the National Qualification Framework. Level 1 is comparable to an NVQ Level 1 or a Foundation GNVQ.

### What previous knowledge/experience is required?

Good computer skills are required, plus an interest in working with figures, and the desire to solve accounts problems. Students should have a good level of numeracy and a good keyboard speed.

### What will the course cover and what can I expect to do by the end of it?

A basic knowledge of the wide spectrum of Sage Computerised Accounts, Line 50, beginning with creating Customer/Supplier Accounts right through to producing a Balance Sheet.

### What teaching and learning methods will be used on the course?

At the WLA we employ a wide variety of Teaching & Learning strategies. These include practical classes, lectures, 1:1 tutorials, Computer Based Training using on line resources, project work and assessment of portfolios.

### How will we assess your progress on the course?

Each student will be able to check his/her reports against specimen answers provided by the Tutor. If not correct, the Tutor will help in determining where the student went wrong and advise how corrective action can be taken.

### What type of qualification will passing this course give me?

Students will sit an external examination City & Guilds Pitman level 1 Computerised Accounts Examination on the last day of the course.

### What can I do after completing this course?

Students can progress to variety of courses depending upon their computer skills, eg Business Administration. The college offers a range of courses from Introduction to Computing to ECDL. Students should discuss with your tutor where to progress to at the end of the course.

### What extra study/practice do we expect you to do outside the class?

Students need to commit to making time outside of class to practice; at home or in the Academy using the ICT facilities.

### Are there any other costs? (e.g. materials, equipment or books I need to buy before or during the course)

None whatsoever, all equipment and materials are provided.

### Who can I contact for further information?

Main Reception 020 8841 4511 or email: [aec@westlondonacademy.co.uk](mailto:aec@westlondonacademy.co.uk)

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