



Department for Education



SAGE ESSENTIALS: SAFE AND SIMPLE ACCOUNTING

COURSE SUMMARY:

The most popular accounting software for small and medium businesses. If accounting or bookkeeping is something you do or want to do more efficiently then this is an excellent introduction. Learn what the software can do and how it can make your life so much easier than doing it by hand!

ENTRY REQUIREMENTS:

- Can read written instructions (Level 1 English)
- Have good computer skills (Entry Level 3 or above)
- Have good maths skills (Level 1 maths)

WHAT WILL YOU DO ON THIS COURSE?

- ✓ **Learn how** to create a company
- ✓ **Create** customers and suppliers
- ✓ **Create** a stock item and make an order
- ✓ **Raise** an invoice
- ✓ **Create** an end of year report

This course is unaccredited, but you will produce a portfolio of evidence during the sessions to demonstrate how you have met the course outcomes. Learners will receive a Realise Futures certificate upon completion.



AWARD:
Accredited by
Realise Futures

PROGRESSION FROM THIS COURSE:

Once you have completed this course, we recommend that learners enrol on either our Digital Skills for the Office Level 1 course or our Skills for Working as a Business Administrator course.



THE GATEWAY TO LEARNING IN YOUR COMMUNITY