# Education & Skills Funding Agency

**DIGITAL SKILLS**

# SAGE - BEGINNERS

## 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)

**AWARD:**
Accredited by Realise Futures

## 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 demonstrating how you have learnt the course outcomes.

## PROGRESSION FROM THIS COURSE:

After completing this course, we encourage learners to enrol onto the 'SAGE – Get Qualified' course. This will allow you to continue your progress from the beginners course and enable you to gain a Realise Futures certificate reflecting how you have met Level 2 outcomes.

**Suffolk** County Council

**REALISE FUTURES**
Enhancing people's lives

**THE GATEWAY TO LEARNING IN YOUR COMMUNITY**