



Education & Skills
Funding Agency



SAGE: GET QUALIFIED LEVEL 2

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. This course is designed as a progression for learners who have completed the 'SAGE – Beginners' course.

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 manage month end
- ✓ Learn how to manage year end
- ✓ On-screen column manipulation
- ✓ Export of data to Excel
- ✓ Stock take procedure

There is an expectation that you attend all sessions to fully benefit from the course.



AWARD:
Accredited by Realise
Futures at Level 2

PROGRESSION FROM THIS COURSE:

On completion of the course, we encourage learners to then progress onto the 'Digital Skills for the Office' courses to continue their learning using various Microsoft applications.



 **Suffolk**
County Council

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THE GATEWAY TO LEARNING IN YOUR COMMUNITY