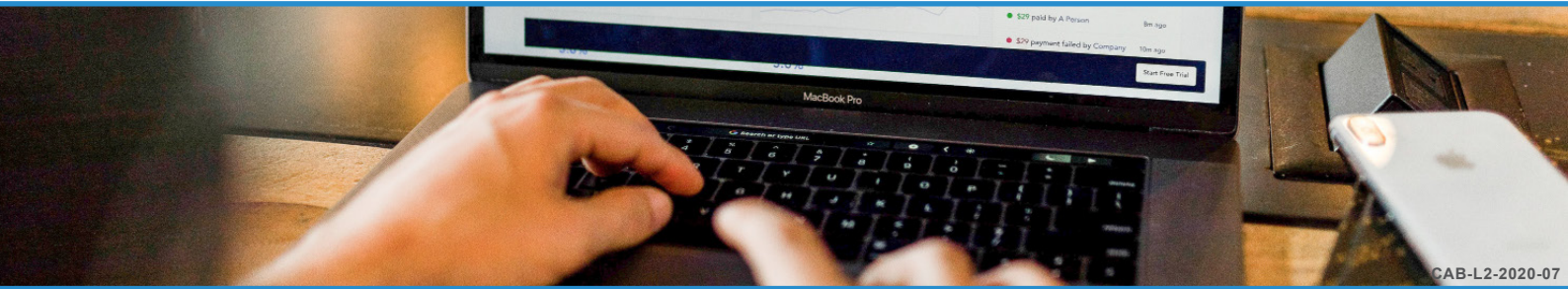


COMPUTERISED ACCOUNTING FOR BUSINESS - LEVEL 2 CERTIFICATE



Transforming lives by improving skills, preparing for jobs and building careers



CAB-L2-2020-07



Course Delivery: Online



Guided Learning Hours: 104 hours



Typical Course Completion Time:
4 weeks (5h per day) or 20 weeks (5h per week)



Awarding Body: Skillsfirst (RQF) (CBBC2) Skillsfirst



Course Fees: Fully funded for eligible learners*



Assessments: Online Assessment

COURSE OVERVIEW

The Level 2 Certificate in Computerised Accounting for Business will enable a learner to understand the basics of Sage accounting software, the main accounting software used by business, and so will help learners to be more prepared when searching for work that may involve finance, accounting and/or money.

BENEFITS

- Gain a fully funded, nationally recognised qualification.
- Boost your confidence and career prospects.
- Distance learning allows flexibility
- Personal Tutors are assigned to you to ensure you have the support needed to succeed.
- Learn new skills and understand the basics of Sage accounting software.
- 6 months free use of Sage 50c Accounts or Payroll.

EMBEDDED SKILLS

- To be able to use a computer and the main software packages confidently.
- To be thorough and pay attention to detail.
- Excellent verbal communication skills.
- The ability to work well with others.
- Administration and customer service skills.
- The ability to use your initiative.
- To be flexible and open to change.
- Maths knowledge.

COURSE AIMS

On successful completion of this accredited programme, the participant will be able to:

- Using a computerised accounting application.
- Introduction and working within bookkeeping.
- Banking procedures.
- Working with money.



- Go Train has 20 permanent centres and over 200 staff.
- High quality online and offline training and development programmes.
- Supporting tens of thousands to enter and sustain employment since 2002.

*A UK resident or can provide Right to Work documents AND you are either unemployed, on benefits, low-waged or registered self-employed.



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