

**Subject
Certification
At Level 2 by
City & Guilds**



LEARN KEY INSTITUTE
DEVELOPING SKILLS - IMPROVING KNOWLEDGE



Sage Beginners & Intermediate Lv1 & 2

The aim of the qualification is to enable learners to operate Computerised accounts software to carry out routine accounting tasks. These will include being able to create accounts, process accounting information in respect of the sales and purchase ledger, understanding how to use batch control sheets and being able to produce accounting reports such as trial balance, customer activity reports and supplier details reports.

This level is aimed at candidates seeking a intermediate City & Guilds qualification in the practical use of computerised accounting systems.

Learning outcomes

There are **ten** learning outcomes to this unit. The learner will be able to:

- create accounts using computerised software
- process accounting information using computerised software
- understand how to use batch control sheets
- produce reports using computerised accounts software
- create accounts using computerised software
- edit details of records
- process accounting transactions using computerised accounts
- produce customer documentation using computerised accounts
- produce supplier documents using computerised accounts
- select and print accounting reports for management purposes

**Tuition Fee
€320
Exam Fee
€100**

Learnkey 83, Mannarino Road, B'Kara BKR 9083 Tel: 21443140/99443140
Fax: 21447575 Email: info@learnkey.com.mt Website: www.learnkey.com.mt

**City &
Guilds**
Approved Centre

sage PASTEL