

**Subject  
Certification  
At Level 3 by  
City & Guilds**



**LEARN KEY INSTITUTE**  
DEVELOPING SKILLS - IMPROVING KNOWLEDGE



## **Sage Advanced Level 3**

The aim of the qualification is to enable learners to carry out everyday operational parts of computerized accounting, involving the interpretation and processing of both routine and non-routine transactions, together with the production of accounting reports such as profit and loss accounts and balance sheets.

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

### **Learning outcomes**

There are **12** 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
- Profit & Loss reports
- Balance Sheet reports

**Tuition Fee  
€400  
Exam Fee  
€120**

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**City & Guilds**  
Approved Centre

**sage PASTEL**