



First Steps into Sage Accounting

| Course Name | Start Date | End Date | Site |
|----------------------------------|------------|------------|-------------------|
| First Steps Into Sage Accounting | 18/03/2020 | 10/06/2020 | College Main Site |

Course Overview

This course provides a thorough grounding in the use of SAGE, the leading computerised accounting package. An experienced tutor will guide you through setting up a system, entering data into ledger accounts, journal entries, producing management reports, audit trails and VAT accounting. Upon successful completion of the course you will receive a College certificate.

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Entry Requirements

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How will I be assessed?

You will receive a College certificate when you complete the course.