



Community Education
 Witchford Village College
 Manor Road, Witchford, CB6 2JA
www.witchfordcollege.co.uk
 Tel: 01353 664468

Course Information

Computerised Accounts

Level 1

For Level 1 you will learn to:

- Create accounts
- Process accounting information in respect of the sales and purchase ledger
- Understand how to use batch control sheets
- Be able to produce accounting reports such as customer activity reports and supplier details reports.

Target Group	This course is suitable for beginners, owners of small businesses or club treasurers. This is a valuable certificate to complement Book-keeping and Accounts Level 1.	
Skills or entry qualification	A prior knowledge to computers would be preferred, but not essential.	
Programme area	15	
Venue	Witchford Village College	
Start Date	28 September	
Day of the week	Tuesday	
Time	7.15 pm - 9.15 pm	
No. of Weeks	10	
No. of Terms	1	
Learning Outcomes	The course is mainly interactive learning on a computer using the SAGE computer program.	
How will your progress and success be monitored and recorded?	Your progress will be monitored through assignments set throughout the course with informal feedback from the tutor.	
Course Level	Mixed Ability	
	Pre Entry	
	Level 1	✓
	Level 2 equivalent to 5 A-Cs GCSE or NVQ2	
	Level 3 equivalent GCE A Level	
Awarding Body	City & Guilds	
External Assessment	By Exam	✓
	By Coursework or Portfolio	

Assessment fee	TBA
Tuition Fee	£85
Concessionary fee	£64
Additional Costs	N/A
Requirements for first class	Pen and notebook.
Progression post achievement	On successful completion of this course you may progress onto the Level 2 Computerised Accounts course. To further your career you may wish to take the Association of Accounting Technicians (AAT) course.
What else will you have to do	We ask all students to complete an Enrolment form giving your details and it includes specific information for student monitoring by the Learning & Skills Council and is a requirement of entry to the course.
How do we know if you are happy with your course	We will offer you the opportunity to complete a mid and end of course evaluation, where you can let us have your feedback on the tuition and other elements of your course. We encourage your views as it enables us to improve the courses we offer. You may contact us at other times if you wish.
What else do we ask of you?	We would like you to let us know if you are unable to turn up to a class or are having any long-term difficulties. We like to know if there is a problem.
Equalities Statement	WVC operates an Equality of Opportunity policy. We will ensure that resources and equipment are accessible to all and make reasonable adjustments to ensure that all can access activities. If you have specific needs, which may affect your learning you are entitled to a confidential interview where we can look at the support you require. We believe that everyone is entitled to learn in an environment that is free from discriminatory behaviour, building a learning community based on mutual respect and trust.
Contact Us:	Email scook2@witchfordvillage.cambs.sch.uk Or telephone 01353 664468.