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CLEOBURY THE COUNTRY Training Courses

Sage AAT Foundation Award in Accounting Software

Dates: 28th April

5,12,19,26 May

9,16,23,30 June

From: 9.30—12.00pm

Cost: £325.00+VAT + £40.00 registration
fee

You will learn how to use the UK's
fastest growing cloud based accounting
system (Sage One Accounting)

You will be given access to the Sage One program
during your lessons and will also be able to practise
at home as long as you have internet access. After
the course has finished you will be able to subscribe
monthly to the programme if you require.

Length of Course:

The Course will be run over 9 x consecutive weeks
3 x hours per week.

Course Content:

During the course you will learn how to:-

- * Enter accounting transactions into the accounting software.
- Enter information into the accounting software and understand the main features of the software.

- * Learn how to set up general ledger accounts for new and existing businesses
- * Process typical book keeping entries.
- * Processing sales and purchase documentation.
- * Recording bank and cash entries.
- * Carrying out bank reconciliations.
- * Produce reports using the software and understand the purpose of these reports.

Outcome:

At the end of the course successful delegates will be trained in AAT Foundation award in accounting software.

Assessment:

Assessment is carried out by an exam under controlled conditions at an assessment centre in Kidderminster

Contact Us at The Cleobury Country Centre:

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