

AAT Level 2 Foundation Award in **Accounting Software**

Key info

Type of qualification: Level 2 Foundation Award

Course duration: 2 - 3 months

Course overview

This internationally recognised qualification will prepare you with knowledge of SAGE 50 software, resulting in a nationally recognised AAT qualification and a SAGE 50 certificate on successful completion of the exam.

This course will develop your understanding of various processes when using accounting software including recording customer transactions, using journals to enter accounting transactions and maintaining the safety and security of data held in computerised accounting systems.

Should you wish to further develop your skills you can then go on to study the Level 2 Foundation Certificate in Bookkeeping or Level 2 Foundation Certificate in Accounting.



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Who is suitable?

This qualification is suitable for learners new to accounting who are using Sage on a daily basis or learners who have no experience of accounting software and are looking to improve their skills.

Learning method

Studying via distance learning means you can choose when and where you study. We ensure you get all the support you need throughout your course in the form of a personal tutor and customer service advisor.

This course is available:



All learning resources for this course are provided by SAGE and you will log in to external software to work through this.

What you will learn

This course comprises of one unit:

- Using Accounting Software (UACS)

Throughout this course you will discover how to:

- Enter accounting data at the beginning of an accounting period
- Record customer transactions
- Record supplier transactions
- Record and reconcile bank and cash transactions
- Be able to use journals to enter accounting transactions
- Produce reports
- Maintain the safety and security of data held in the computerised accounting system.

Benefits

- Gain a nationally recognised qualification
- You will obtain a SAGE certificate of completion as well as the AAT Award
- Establish a long-standing career pathway within the accounting industry
- Study will enhance both your personal skills and professional development
- Personal tutors are assigned to you, to ensure you have the support needed to succeed.