



Computerised Accounting Training and Qualifications



International Association of Book-keepers

COMPUTERISED ACCOUNTING TRAINING

SAGE Level 1 QCF 6 Credits Course
IAB Award in Computerised Accounting for Business

SAGE Level 2 QCF 13 Credits Course
IAB Certificate in Computerised Accounting for Business

SAGE Level 3 QCF 20 Credits Course
IAB Certificate in Computerised Accounting for Business

sage ACCOUNTS TRAINING AT YOUR OWN PACE – WITH IAB QCF QUALIFICATION

With over 25 years experience in providing Sage Accounts and Payroll training Golding Computer Services is delighted to now provide IAB (International Association of Book – keepers) QCF accredited training.

Sage has linked up with the IAB to provide a full copy of the latest Sage 50 Accounts Professional program to use on your own computer.

On successful completion of each course

you will receive Sage and IAB Certificates. In addition your success will be updated onto your own, internet based, National Qualification and Credit Framework (QCF) 'Personal Learner Record'.

For a full course prospectus and to check the availability of grant funding

Call 01482 328706 or email di@gcs-limited.com



Golding Computer Services

SAGE Circle of Excellence Winners

As an International Association of Book-keepers Accredited Training Centre Golding Computer Services is delighted to be able to offer the following nationally accredited **sage Accounts** training courses incorporating:

International Association of Book-keepers

COMPUTERISED ACCOUNTING for BUSINESS QUALIFICATIONS

SAGE Level 1 QCF (6 Credits) Course ***IAB Award in Computerised Accounting for Business – 500/9404/X***

QCF UNITS:

sage Skills assessment * Computerised Accounting Software – F/502/4401

IAB Open book tests **

Introduction to bookkeeping – M/600/8737
Working within Bookkeeping - T/600/8738
Banking procedures - A/600/8739
Option units
Principles of recording and processing financial transactions - A/600/8756
Professional values and basic business legislation - F/600/8757

SAGE Level 2 QCF (13 Credits) Course ***IAB Certificate in Computerised Accounting for Business – 500/9621/7***

QCF UNITS:

sage Skills assesment * Computerised Accounting Software – J/502/4402

IAB Open book tests **

Principles of recording and processing financial transactions - A/600/8756
Professional values and basic business legislation - F/600/8757
Banking procedures - A/600/8739
Basic principles of costing – Y/600/4925
Principles of VAT – F/600/4952

SAGE Level 3 QCF (20 Credits) Course ***IAB Certificate in Computerised Accounting for Business – 500/9622/9***

QCF UNITS:

sage Skills assesment * Computerised Accounting Software – L/502/4403

IAB

Cash management – L600/4940
Preparing and completing VAT returns – J600/4953

IAB Open book tests **

Principles of double entry bookkeeping – A601/0698
Principles of accounting for not for profit organisations – Y601/0725
Fundamentals of incomplete records – A601/0717
Fundamentals of bookkeeping and accounting for partnerships – L601/0723
Principles of preparing financial statements for sole traders – R601/0707
Principles of cash management – R600/4938
Principles of VAT – F600/4952

These new QCF accredited courses are designed to provide the **underpinning knowledge and an understanding of the full capabilities of the ***sage Accounts** program.

The training is provided as a distance learning programme with on-line and tutor support:

- Learner resources supplied include a training version of the **sage 50 Accounts 2011 Professional** program, IAB background knowledge and Sage skills workbooks. Registration includes 12 months Student Membership of the IAB. (NUS Student Discount Card £11 extra)
- NO examinations (IAB open book theory tests and assessed sage skills)
- Learners can study at their own pace at home or in the workplace
- These Level 1, 2 and 3 'Computerised Accounting for Business' courses provide nationally accredited International Association of Bookkeepers qualifications
- Tutor support provided by telephone, e-mail or on-line
- On completion, students receive sage and IAB certificates. Your success will also be recorded on the sage database
- Having completed Level 2 or 3 courses you can apply for Membership of the International Association of Book-keepers

To enroll for a course or for more information:
Telephone 01482 328706 e-mail di@gcs-limited.com