

Introduction to Accounting with Sage

Location	Stretford Campus
Course Type	Adult
Department	Accounting & Finance
Start Date	Monday 12th May 2025
Duration	Part-time, 11 Weeks
Time	13:45 - 16:45
Fee	£ 75.00 You may be eligible for support with your tuition fees - please visit the college website - funding and finance page for further information
Course Code	TPQ-AC1Z-1800

Course Overview

This Introductory course offers students the opportunity to develop practical financial and accounting skills. The short course may help students to move on to further study in either accountancy or bookkeeping with AAT, it may offer a route into employment or be of interest to those already in employment.

You will have weekly sessions on site as well as online resources to support your learning for the course.

Course Requirements

You must be aged 19+. You will be asked to complete an initial assessment to assess how we can help you to do well and enjoy the course. As an introductory course, there is no minimum requirements to join the group.

You must have access to a computer/laptop at home supported by Wi Fi. This is to enable access to all online materials throughout the programme via Microsoft Teams.

What You Will Learn

Content Outline

Financial Fundamentals - concepts and terminology

Break Even

Cash Flow

Budgets and Variance Analysis

Final Accounts - Balance Sheets

Final Accounts - Income Statements

Analysing Financial Performance

Sales Ledger (Customer's transactions)

Sales invoices

Purchase Ledger (Supplier's transactions)

Purchases invoices

Nominal /general ledger postings

Bank reconciliations

Management reporting

Assessment

Continuous internal assessment.

Progression

The skills developed in this qualification may also underpin those developed further in the following qualification:

AAT Level 1 Award in Bookkeeping

Career Options

The skills developed in this qualification can lead to employment in junior or supporting administrative roles in companies across a wide range of sectors, for example, as a:

trainee bookkeeper

accounts administrator

billing/payments administrator/coordinator

accounts junior

accounts receivable/payable assistant

procurement and finance assistant

assistant cashier

Mandatory Units

There are no mandatory units

Contact Details

For further information please contact T: 0161 886 7070 or E: info@trafford.ac.uk

Disclaimer

Although every care has been taken to ensure that the information contained within this document is accurate, there may be changes to this programme and provision. We will endeavour to keep prospective and current students updated where appropriate and when the information becomes available.