

Business and Management

SAGE Accounting Level 2 Part-time

In Brief

Start Date / Duration

There are various start dates throughout the year. It will take 10 weeks to complete and lessons are held on a Friday at 1.30pm – 4.30pm.

Entry Requirements

[Level 1 Award in SAGE Accounting](#)

You will achieve

You will achieve a Level 2 Certificate in Computerised Accounting for Business. (Skills First)

Course Overview

This Level 2 qualification is ideal if you have some existing knowledge and understanding of computerised accounting, but little experience of manual bookkeeping concepts. It enables learners to achieve vocationally focused skills and knowledge related to the computerised accounting process.



Course Content

The units you will study are:

- Banking procedures
- Principles of recording and processing financial transactions
- Principles of VAT
- Professional values and basic business legislation
- Setting up accounting software to manage accounting information
- Processing routine payments and receipts using a computerised system
- Maintaining and recording the cash book
- Maintaining the journal

How will I be assessed?

You will create a portfolio of evidence.

What Equipment Will I Need?

All equipment will be provided.

Where will I study?

Old Mill Lane campus
Church Street
Barnsley
S70 2AX

What can I do next?

Upon completion you could progress onto the Level 1 SAGE Payroll [<https://www.barnsley.ac.uk/course/business-and-management-computerised-payroll-for-business-skillsfirst-level-1-part-time/>] course or study another of our part-time courses [<https://www.barnsley.ac.uk/courses/courses-for-adults-19/>].

How much does the course cost?

This course may be FREE to study, subject to eligibility criteria.

If you are not entitled to any funding the course fee is £362.

19+ Students

Aged 19 or over and thinking about further education? You may be eligible for free or reduced course fees. Please refer to our page ['paying for your course.'](#)

Financial support

You may be eligible for assistance with expenses such as travel, books, equipment and childcare. For further information please contact the Student Services Team on +44 (0)1226 216 267.

Extra information

Contact the Information Unit

For further information please contact our friendly Information Team on +44 (0)1226 216 123 or email info@barnsley.ac.uk [<mailto:info@barnsley.ac.uk>]

Additional Learning Support

Our Additional Learning Support team can provide you with the support you need. Please contact them on +44 (0)1226 216 769.

English and Maths

Having good English and Maths qualifications are important for most careers and we want to give you the help you need to succeed.

If you are aged 16 – 19 and don't already have a grade C/4 or above in GCSE English and Maths they will automatically be included in your study programme. If you want to work towards higher grades in English and Maths we can help you do that too.

Need a higher level Maths qualification? We offer a [Level 3 Mathematical Studies \(Core Maths\)](#).

This can be added to your study programme.

If you need any further information, please contact our friendly [Information Team](#).

Disclaimer

Please note we reserve the right to change details without notice. We apologise for any inconvenience this may cause.

Last updated: 15th March 2023

Want to apply?

Visit <https://www.barnsley.ac.uk/apply> to get started

Call us on **01226 216 123**