



Award in Computerised Accounts Levels 1, 2 & 3 (8989)

Figures not adding up? Try our Computerised Accounts qualifications to point you in the right direction. These single unit qualifications are available at levels 1-3. Designed for those wanting to enter or progress in the field of Computerised Accounts. They can help learners to demonstrate competence in the practical use of computerised accounts software to produce accurate, professional and well presented accounts employing an appropriate range of accounting activities.

Progression

Learners can move through the various levels of this qualification. They can undertake related qualifications such as Book-keeping and Accounts and Business Finance. Learners can progress to the Level 2/3 NVQ in Accounting and also undertake the Apprenticeship and Advanced Apprenticeship in Accounting.

Job roles

- Accounting technician
- Accounts/Finance clerk
- Private practice accountant

Centre benefits

- Single unit qualification
- Tested on demand
- One off fee

Learner benefits

- You will develop skills in Computerised Accounts
- No specific entry requirements
- Single unit qualification
- Can be undertaken either part or full time

Qualification Structure

Level 2 Award in Computerised Accounts

Areas covered at Level 2 include processing accounting transactions, producing customer and supplier documentation and producing reports such as aged creditor analysis and sales day book summaries for management purposes.

Level 3 Award in Computerised Accounts

Areas covered at Level 3 include interpreting and processing both routine and non-routine transactions, together with the production of accounting reports such as a profit and loss accounts and balance sheets.

For more information (including funding)

please complete the online [contact form](#) or contact one of our centres by telephone.