

## CIMA Accredited Sage Certificate Level 4

### Summary

Jointly developed by Sage and the Chartered Institute of Management Accountants (CIMA), this course is ideal for anyone who has undertaken an introductory training course in Sage and would like to progress. You will gain an understanding of how Sage works with accounting principles and increase your use of the software for a business environment. You will find out more about concepts like transactions, reconciliation, management and reporting, VAT returns, remittance, and project costing.

<b>Course Provider</b>	Sage Qualifications 554 Bradgate Road, Newtown Linford, Leicester LE6 0HB 01530 243 426   <a href="http://www.sagequalifications.com">www.sagequalifications.com</a>
<b>Qualification Accreditation</b>	Chartered Institute of Management Accountants (CIMA)
<b>Academic level</b>	4
<b>PET entry requirements</b>	Level 2 English and Maths and also Sage Computerised Accounting for Business at Level 3
<b>Format of course material</b>	Software on CD/DVD/Download plus workbooks  This course requires access to a PC and the Sage software, which the course provider will supply on CD/DVD/Download
<b>Structure of course</b>	<ol style="list-style-type: none"> <li>1. Introduction: How to make full use of the software, backup, restore and data security</li> <li>2. Transactions from customer and suppliers including invoice creation</li> <li>3. Cash, bank and budget control and reconciliation</li> <li>4. Management and comparative reporting</li> <li>5. VAT returns, EC sales and Intrastat</li> <li>6. Tailoring reports and layouts including email statements and remittances</li> <li>7. Project (job) costing for detailed individual job/project control</li> </ol>
<b>Assignments</b>	A series of self-assessed tests and a case study, which are sent out with the original course pack. The assignments are not to be submitted as they are self-assessed.
<b>Exam</b>	<p>The qualification is assessed by two assessment tests that must be submitted for marking. They are open book, not time limited, and should be invigilated by prison staff. They will be marked and returned within 1 week.</p> <p>The first assessment is a case study (using the Sage software) and the second is a multiple-choice exam (not requiring the use of the software). They are not sent with the pack but</p>

	are available on request. Exam fees are included in the course cost.
<b>Estimated completion time</b>	50 hours
<b>Maximum course duration</b>	12 months but additional time can be considered on request. The software licence is time limited to 6 months.
<b>Prison support requirements</b>	Prison staff must ensure access to a PC that can use the Sage software, which the course provider will supply on CD/DVD/Download. Staff should also liaise with the provider if the learner requires tutorial support, and must return the assessments to be marked, by email or post (assessments should be copied in case of loss).
<b>Supplier tutor's support</b>	Tutors can respond to learner questions via email facilitated by prison staff. Tutors will also mark and feedback on the formal assessment tests. This is a self-study course and tutor support is often not required.
<b>Certificate</b>	Yes
<b>Progress</b>	There are range of possible progression options including CIMA Accredited Sage Certificate Level 4. Call our free Advice Line on 0800 048 7520 on Tuesdays (10-12pm and 2-4pm) and Thursdays (10am-12pm and 2-6pm).