
Silver - Unit 32 - Computerised Accounting Software

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Level 1, Unit 32 - Computerised Accounting Software (2 credits)

1. Access, enter and edit accounting information

[1.1 Identify the sources and characteristics of accounting data](#) [7]

[1.2 Enter accounting data accurately into records to meet requirements](#) [10]

[1.3 Locate and display accounting data records to meet requirements](#) [13]

[1.4 Check data records meet needs using IT tools, making corrections as necessary](#) [16]

[1.5 Identify the risks to data security and procedures used for data](#)

2. Use tools and techniques to process business transactions

[2.1 Use appropriate tools and techniques to process transactions](#) [8]

[2.2 Review the transaction process and identify any errors](#) [11]

[2.3 Respond appropriately to any transaction errors and problems](#) [14]

3. Produce accounting documents and summary reports to meet requirements

[3.1 Identify what information is required and how to present it](#) [9]

[3.2 Generate accounting documents as required](#) [12]

[3.3 Generate management reports as required](#) [15]

[protection](#) [17]

[1.6 Follow local and/or legal guidelines for the storage and use of data](#)
[18]

Links to ITQ units

Entry Level	Level 1	Level 2	Level 3
Entry Level 1, Unit 1 - Improving Productivity Using IT (1 credit) [20]	Level 1, Unit 1 - Improving Productivity Using IT (3 credits) [21]	Level 2, Unit 1 - Improving Productivity Using IT (4 credits) [22]	Level 3, Unit 1 - Improving Productivity Using IT (5 credits) [23]
Entry Level 2, Unit 1 - Improving Productivity Using IT (2 credits) [24]	Level 1, Unit 2 - Website Software (3 credits) [25]	Level 2, Unit 2 - Website Software (4 credits) [26]	Level 3, Unit 2 - Website Software (5 credits) [27]
Entry Level 2, Unit 2 - Using ICT to Select and Exchange Information (2 credits) [28]	Level 1, Unit 3 - Using Collaborative Technologies (3 credits) [29]	Level 2, Unit 3 - Using Collaborative Technologies (4 credits) [30]	Level 3, Unit 3 - Using Collaborative Technologies (6 credits) [31]
Entry Level 2, Unit 3 - Online Basics (2 credits) [32]	Level 1, Unit 4 - IT Security for Users (1 credit) [33]	Level 2, Unit 4 - IT Security for Users (2 credits) [34]	Level 3, Unit 4 - IT Security for Users (3 credits) [35]
Entry Level 2, Unit 4 - Desktop Publishing Software (2 credits) [36]	Level 1, Unit 5 - Spreadsheet Software (3 credits) [37]	Level 2, Unit 5 - Spreadsheet Software (4 credits) [38]	Level 3, Unit 5 - Spreadsheet Software (6 credits) [39]
Entry Level 2, Unit 5 - Using ICT: Safe Working Practices (1 credit) [40]	Level 1, Unit 6 - Specialist Software (2 credits) [41]	Level 2, Unit 6 - Specialist software (3 credits) [42]	Level 3, Unit 6 - Specialist Software (4 credits) [43]
Entry Level 2, Unit 6 - Using ICT in the Workplace (3 credits) [44]	Level 1, Unit 7 - Word Processing (3 credits) [45]	Level 2, Unit 7 - Word processing (4 credits) [46]	Level 3, Unit 7 - Word Processing Software (6 credits) [47]
Entry Level 2, Unit 7 - Imaging	Level 1, Unit 8 - Using the Internet	Level 2, Unit 8 - Using the internet	Level 3, Unit 8 - Using the Internet

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software (2 credits) [48]	(3 credits) [49]	(4 credits) [50]	(5 credits) [51]
Entry Level 2, Unit 8 - Using ICT Equipment in a Work Place (2 credits) [52]	Level 1, Unit 9 - Drawing and planning (2 credits) [53]	Level 2, Unit 9 - Drawing and planning (3 credits) [54]	Level 3, Unit 9 - Drawing and Planning Software (4 credits) [55]
Entry Level 2, Unit 9 - Using Word Processing Software (2 credits) [56]	Level 1, Unit 10 - Presentation Software (3 credits) [57]	Level 2, Unit 10 - Presentation software (4 credits) [58]	Level 3, Unit 10 - Presentation Software (6 credits) [59]
Entry Level 2, Unit 10 - ICT for Employment (1 credit) [60]	Level 1, Unit 11 - Database Software (3 credits) [61]	Level 2, Unit 11 - Database software (4 credits) [62]	Level 3, Unit 11 - Database Software (6 credits) [63]
Entry Level 2, Unit 11 - Audio and Video Software (2 credits) [64]	Level 1, Unit 12 - Desktop Publishing Software (3 credits) [65]	Level 2, Unit 12 - Desktop Publishing Software (4 credits) [66]	Level 3, Unit 12 - Desktop Publishing Software (5 credits) [67]
Entry Level 2, Unit 12 - Presentation Software (2 credits) [68]	Level 1, Unit 13 - Using Email (2 credits) [69]	Level 2, Unit 13 - Using Email (3 credits) [70]	Level 3, Unit 13 - Using Email (3 credits) [71]
Entry Level 3, Unit 20 - Introduction to Using mobile IT devices (2 credits) [72]	Level 1, Unit 14 - Audio Software (2 credits) [73]	Level 2, Unit 14 - Audio Software (3 credits) [74]	Level 3, Unit 14 - Audio Software (4 credits) [75]
Entry Level 3, Unit 1 - Improving Productivity Using IT (3 credits) [76]	Level 1, Unit 15 - Imaging Software (3 credits) [77]	Level 2, Unit 15 - Imaging Software (4 credits) [78]	Level 3, Unit 15 - Imaging Software (5 credits) [79]
Entry Level 3, Unit 2 - Online Basics (1 credit) [80]	Level 1, Unit 16 - IT Communication Fundamentals (2 credits) [81]	Level 2, Unit 16 - IT Communication Fundamentals (2 credits) [82]	Level 3, Unit 17 - Video Software (4 credits) [83]
Entry Level 3, Unit 3 - Desktop Publishing Software (2 credits) [84]	Level 1, Unit 17 - Video Software (2 credits) [85]	Level 2, Unit 17 - Video Software (3 credits) [86]	Level 3, Unit 23 - Multimedia Software (6 credits) [87]
Entry Level 3, Unit 4 - Displaying	Level 1, Unit 18 - IT Software	Level 2, Unit 18 - IT Software	Level 3, Unit 24 - Additive

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Information Using ICT (3 credits) [88]	Fundamentals (3 credits) [89]	Fundamentals (3 credits) [90]	Manufacture (6 credits) [91]
Entry Level 3, Unit 5 - Using ICT to Find Information (3 credits) [92]	Level 1, Unit 19 - IT User Fundamentals (3 credits) [93]	Level 2, Unit 19 - IT User Fundamentals (3 credits) [94]	Level 3, Unit 27 - Design Software (5 credits) [95]
Entry Level 3, Unit 6 - Communicating Information Using ICT (3 credits) [96]	Level 1, Unit 20 - Using Mobile IT Devices (2 credits) [97]	Level 2, Unit 20 - Using Mobile IT Devices (2 credits) [98]	Level 3, Unit 28 - Optimise IT System Performance (5 credits) [99]
Entry Level 3, Unit 7 - Producing Charts Using ICT (3 credits) [100]	Level 1, Unit 21 - Data Management Software (2 credits) [101]	Level 2, Unit 21 - Data Management Software (3 credits) [102]	Level 3, Unit 29 - Set Up an IT System (5 credits) [103]
Entry Level 3, Unit 8 - IT Security for users (1 credit) [104]	Level 1, Unit 22- Understanding the social and environmental impact of architecture and construction (3 credits) [105]	Level 2, Unit 22 -Understanding the social and environmental impact of architecture and construction (4 credits) [106]	Level 3, Unit 32 - Computerised Accounting Software (5 credits) [107]
Entry Level 3, Unit 10 - Presentation software (2 credits) [108]	Level 1, Unit 23 - Multimedia Software (3 credits) [109]	Level 2, Unit 23 - Multimedia Software (4 credits) [110]	Level 3, Unit 37 - Internet of Things (6 credits) [111]
Entry Level 3, Unit 15 - Imaging Software (2 credits) [112]	Level 1, Unit 24 - Additive Manufacture (3 credits) [113]	Level 2, Unit 24 - Additive Manufacture (3 credits) [114]	Level 3, Unit 40 - Cloud Based Services and Applications (5 credits) [115]
Entry Level 3, Unit 28 - Personal information management software (1 credit) [116]	Level 1, Unit 25 - Developing Computer Games and Puzzles (4 credits) [117]	Level 2, Unit 25 - Developing Computer Games and Puzzles (4 credits) [118]	Level 3, Unit 41 - Cloud Based Systems and Security (5 credits) [119]
	Level 1, Unit 26 - Computer Games Development (3 credits) [120]	Level 2, Unit 26 - Computer Games Development (4 credits) [121]	Level 3, Unit 42 - Undertaking a RealWorld Project (5 credits) [122]
	Level 1, Unit 27 - Design Software (3 credits) [123]	Level 2, Unit 27 - Design Software (4 credits) [124]	Level 3, Unit 44 - Bespoke Software (4 credits) [125]

Level 1, Unit 28 - Optimise IT System Performance (2 credits) [126]	Level 2, Unit 28 - Optimise IT System Performance (4 credits) [127]	Level 3, Unit 57 - Networking Fundamentals (5 credits) [128]
Level 1, Unit 29 - Set Up an IT System (3 credits) [129]	Level 2, Unit 29 - Set Up an IT System (4 credits) [130]	Level 3, Unit 60 - Cisco CCNA 1 - Introduction to Networks (6 credits) [131]
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Level 1, Unit 102 - Digital Editing and Publishing (4 credits) [144]	DELLevel 2, Unit 71 - Analysing and Evaluating Cyber Threats (3 credits) [145]	Level 3, Unit 65 - Cisco - CyberSecurity Essentials (6 credits) [146]
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