Platinum Unit 32 - Computerised Accounting Software

BACK TO SCHOOLS ITO [1]

Handbook home page [2]

- General guidance for interpreting QCF qualification levels [3]
- Link to assessor's guide to interpreting the criteria for this unit [4]
- Click on the links in the table below for specific guidance on the assessment criteria.
- National Strategies APP criteria [5].
- References to <u>personal learning and thinking skills (PLTS)</u> [6]

Level 3, Unit 32 - Computerised Accounting Software (5 credits)

1. Access, enter and edit accounting information	2. Process business transactions from source documents	3. Develop and interpret management information reports	4. Set up a computerised accounting system ready for use
1.1 Set up procedures for entry of accounting data accurately into records to meet requirements [7]	2.1 Select and use appropriate tools and techniques to process transactions [8]	3.1 Explain what information is required and how to present it [9]	4.1 Install and update accounting software as required [10]
1.2 Explain how to code new entries [11]	2.2 Use software tools to monitor accounts [12]	3.2 Generate and interpret management reports as required [13]	4.2 Configure accounting software for use [14]
1.3 Locate and display accounting data records to meet requirements [15]	2.3 Respond appropriately to any transaction errors and problems [16]	3.3 ustomise and format accounting documents and reports according to requirements [17]	4.3 Set up package parameters [18]
1.4 Check data records meet needs using IT	2.4 Process period and year end routines [20]	3.4 Import and export data and link to other	4.4 Set up initial account balances [22]

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tools, making corrections as necessary [19] systems [21]

1.5 Explain the risks to data security and procedures used for data protection [23]

1.6 Handle data files effectively, in line with local or legal guidelines and conventions for the storage and use of data where available [24]

1.7 Interpret and respond appropriately to a range of data and application error messages [25]

Links to ITQ units

Entry Level	Level 1	Level 2	Level 3
Entry Level 1. Unit R - Registration [27]	Level 1, Unit R - Registration [28]	Level 2, Unit R - Registration [29]	Level 3, Unit R - Registration [30]
Entry Level 1. Unit 1 - Improving Productivity Using IT (1 credit) [31]	Level 1, Unit 1 - Improving Productivity Using IT (3 credits) [32]	Level 2, Unit 1 - Improving Productivity Using IT (4 credits) [33]	Level 3, Unit 1 - Improving Productivity Using IT (5 credits) [34]
Entry Level 1, Unit 2 - Using ICT to Select and Exchange Information (2 credits) [35]	Level 1, Unit 2 - Website Software (3 credits) [36]	Level 2, Unit 2 - Website Software (4 credits) [37]	Level 3, Unit 2 - Website Software (5 credits) [38]
Entry Level 1, Unit 3 - Online Basics (2 credits) [39]	Level 1, Unit 3 - Using Collaborative Technologies (3	Level 2, Unit 3 - Using Collaborative Technologies (4	Level 3, Unit 3 - Using Collaborative Technologies (6

	credits) [40]	credits) [41]	credits) [42]
Entry Level 1. Unit 4 - Desktop Publishing Software (2 credits) [43]	Level 1, Unit 4 - IT Security for Users (1 credit) [44]	Level 2, Unit 4 - IT Security for Users (2 credits) [45]	Level 3, Unit 4 - IT Security for Users (3 credits) [46]
Entry Level 1. Unit 5 - Safe Working Practices (2 credits) [47]	Level 1, Unit 5 - Spreadsheet Software (3 credits) [48]	<u>Level 2, Unit 5 -</u> <u>Spreadsheet</u> <u>Software (4</u> <u>credits)</u> [49]	<u>Level 3, Unit 5 -</u> <u>Spreadsheet</u> <u>Software (6</u> <u>credits)</u> [50]
Entry Level 1. Unit 6 - Using ICT in the Workplace (2 credits) [51]	Level 1, Unit 6 - Specialist Software (2 credits) [52]	Level 2, Unit 6 - Specialist software (3 credits) [53]	Level 3, Unit 6 - Specialist Software (4 credits) [54]
Entry Level 1. Unit 7 - Imaging software (2 credits) [55]	Level 1, Unit 7 - Word Processing (3 credits) [56]	Level 2, Unit 7 - Word processing (4 credits) [57]	Level 3, Unit 7 - Word Processing Software (6 credits) [58]
Entry Level 1. Unit 8 - Using ICT Equipment in a Work Place (2 credits) [59]	Level 1, Unit 8 - Using the Internet (3 credits) [60]	Level 2, Unit 8 - Using the internet (4 credits) [61]	Level 3, Unit 8 - Using the Internet (5 credits) [62]
Entry Level 1, Unit 9 - Using Word Processing Software (2 credits) [63]	Level 1, Unit 9 - Drawing and planning (2 credits) [64]	Level 2, Unit 9 - Drawing and planning (3 credits) [65]	Level 3, Unit 9 - Drawing and Planning Software (4 credits) [66]
Entry Level 1, Unit 11 - Audio and Video Software (2 credits) [67]	Level 1, Unit 10 - Presentation Software (3 credits) [68]	Level 2, Unit 10 - Presentation software (4 credits) [69]	Level 3, Unit 10 - Presentation Software (6 credits) [70]
Entry Level 1, Unit 12 - Presentation Software (2 credits) [71]	Level 1, Unit 11 - Database Software (3 credits) [72]	Level 2, Unit 11 - Database software (4 credits) [73]	Level 3, Unit 11 - Database Software (6 credits) [74]
Entry Level 1. Unit 13 - Computer Games Development (2 credits) [75]	Level 1, Unit 12 - Desktop Publishing Software (3 credits) [76]	Level 2, Unit 12 - Desktop Publishing Software (4 credits) [77]	Level 3, Unit 12 - Desktop Publishing Software (5 credits) [78]
Entry Level 1, Unit 14 - Video Communication (2 credits) [79]	Level 1, Unit 13 - Using Email (2 credits) [80]	Level 2, Unit 13 - Using Email (3 credits) [81]	Level 3, Unit 13 - Using Email (3 credits) [82]

Entry Level 1. Unit 29 - Understand social media (2 credits) [83]	Level 1, Unit 14 - Audio Software (2 credits) [84]	Level 2, Unit 14 - Audio Software (3 credits) [85]	Level 3, Unit 14 - Audio Software (4 credits) [86]
Entry Level 2, Unit R - Registration [87]	Level 1, Unit 15 - Imaging Software (3 credits) [88]	Level 2, Unit 15 - Imaging Software (4 credits) [89]	Level 3, Unit 15 - Imaging Software (5 credits) [90]
Entry Level 2. Unit 1 - Improving Productivity Using IT (2 credits) [91]	Level 1, Unit 16 - IT Communication Fundamentals (2 credits) [92]	Level 2, Unit 16 - IT Communication Fundamentals (2 credits) [93]	Level 3, Unit 17 - Video Software (4 credits) [94]
Entry Level 2. Unit 2 - Using ICT to Select and Exchange Information (2 credits) [95]	Level 1, Unit 17 - Video Software (2 credits) [96]	Level 2, Unit 17 - Video Software (3 credits) [97]	Level 3, Unit 23 - <u>Multimedia</u> <u>Software (6</u> <u>credits)</u> [98]
Entry Level 2, Unit 3 - Online Basics (2 credits) [99]	Level 1, Unit 18 - IT Software Fundamentals (3 credits) [100]	Level 2, Unit 18 - IT Software Fundamentals (3 credits) [101]	Level 3, Unit 24 - Additive Manufacture (6 credits) [102]
Entry Level 2. Unit 4 -Desktop Publishing Software (2 credits) [103]	Level 1, Unit 19 - IT User Fundamentals (3 credits) [104]	Level 2, Unit 19 - IT User Fundamentals (3 credits) [105]	Level 3, Unit 27 - Design Software (5 credits) [106]
Entry Level 2. Unit 5 - Using ICT: Safe Working Practices (1 credit) [107]	Level 1, Unit 20 - Using Mobile IT Devices (2 credits) [108]	Level 2, Unit 20 - Using Mobile IT Devices (2 credits) [109]	Level 3, Unit 28 - Optimise IT System Performance (5 credits) [110]
Entry Level 2. Unit 6 - Using ICT in the Workplace (3 credits) [111]	Level 1, Unit 21 - Data Management Software (2 credits) [112]	Level 2, Unit 21 - Data Management Software (3 credits) [113]	Level 3, Unit 29 - Set Up an IT System (5 credits) [114]
Entry Level 2, Unit 7 - Imaging software (2 credits) [115]	Level 1, Unit 22- Understanding the social and environmental impact of architecture and construction (3 credits) [116]	Level 2, Unit 22 -Understanding the social and environmental impact of architecture and construction (4 credits) [117]	Level 3, Unit 32 - Computerised Accounting Software (5 credits) [118]
Entry Level 2, Unit 8 - Using ICT Equipment in a Work Place (2	Level 1, Unit 23 - Multimedia Software (3 credits) [120]	Level 2, Unit 23 - Multimedia Software (4 credits) [121]	Level 3, Unit 33 - Application Development Using Project

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<u>credits)</u> [119]			Management Methods (6 credits) [122]
Entry Level 2. Unit 9 - Using Word Processing Software (2 credits) [123]	Level 1, Unit 24 - Additive Manufacture (3 credits) [124]	Level 2, Unit 24 - Additive Manufacture (3 credits) [125]	Level 3, Unit 37 - Internet of Things (6 credits) [126]
Entry Level 2, Unit 10 - ICT for Employment (1 credit) [127]	Level 1, Unit 25 - Developing Computer Games and Puzzles (4 credits) [128]	Level 2, Unit 25 - Developing Computer Games and Puzzles (4 credits) [129]	Level 3, Unit 40 - Cloud Based Services and Applications (5 credits) [130]
Entry Level 2, Unit 11 - Audio and Video Software (2 credits) [131]	Level 1, Unit 26 - Computer Games Development (3 credits) [132]	Level 2, Unit 26 - Computer Games Development (4 credits) [133]	Level 3, Unit 41 - Cloud Based Systems and Security (5 credits) [134]
Entry Level 2, Unit 12 - Presentation Software (2 credits) [135]	Level 1, Unit 27 - Design Software (3 credits) [136]	<u>Level 2, Unit 27 -</u> <u>Design Software</u> (4 credits) [137]	Level 3, Unit 42 - Undertaking a RealWorld Project (5 credits) [138]
Entry Level 2, Unit 14 - Video Communication (2 credits) [139]	Level 1, Unit 28 - Optimise IT System Performance (2 credits) [140]	Level 2, Unit 28 - Optimise IT System Performance (4 credits) [141]	Level 3, Unit 44 - Bespoke Software (4 credits) [142]
Entry Level 2. Unit 16 - Using Collaborative Technologies (2 credits) [143]	Level 1, Unit 29 - Set Up an IT System (3 credits) [144]	Level 2, Unit 29 - Set Up an IT System (4 credits) [145]	Level 3, Unit 57 - Networking Fundamentals (5 credits) [146]
Entry Level 2. Unit 26 - Computer Games Development (2 credits) [147]	Level 1, Unit 30 - CAD (3 credits) [148]	Level 2, Unit 30 - CAD (3 credits) [149]	Level 3, Unit 60 - Cisco CCNA 1 - Introduction to Networks (6 credits) [150]
Entry Level 2. Unit 29 - Understand social media (2 credits) [151]	Level 1, Unit 31 - Internet Safety for IT users (3 credits) [152]	Level 2, Unit 32 - Computerised Accounting Software (3 credits) [153]	Level 3, Unit 61 - Cisco CCNA 2 - Routing and Switching (6 credits) [154]
Entry Level 2, Unit 32 - Website Software (2 credits) [155]	Level 1, Unit 32 - Computerised Accounting Software (2 credits) [156]	Level 2, Unit 33 - Application Development Using Project Management	Level 3, Unit 62 - Cisco CCNA 3 - Scaling Networks (6 credits) [158]

		Methods (4 credits) [157]	
Entry Level 2. Unit 36 - Specialist Software (2 credits) [159]	Level 1. Unit 36 - Financial Modelling (3 credits) [160]	Level 2, Unit 34 - Developing skills for project management (4 credits) [161]	Level 3, Unit 63 - Cisco CCNA 4 - Connecting Networks (6 credits) [162]
Entry Level 3. Unit R - Registration [163]	Level 1, Unit 38 - Animation Software (3 credits) [164]	Level 2, Unit 35 - Using Project Management Software (4 credits) [165]	Level 3, Unit 64 - Cisco - CCNA Security (6 credits) [166]
Entry Level 3. Unit 1 - Improving Productivity Using IT (3 credits) [167]	Level 1, Unit 39 - Digital Art (3 credits) [168]	Level 2, Unit 38 - Animation Software (4 credits) [169]	Level 3, Unit 65 - Cisco - CyberSecurity Essentials (6 credits) [170]
Entry Level 3. Unit 2 - Online Basics (1 credit) [171]	Level 1, Unit 43 - E-safety for learners (2 credits) [172]	Level 2, Unit 39 - Digital Art (4 credits) [173]	Level 3, Unit 66 - Cisco - IT Essentials (6 credits) [174]
Entry Level 3. Unit 3 - Desktop Publishing Software (2 credits) [175]	Level 1, Unit 50 - Developing skills for remote working (3 credits) [176]	Level 2, Unit 43 - E-safety for learners (3 credits) [177]	Level 3, Unit 67 - Cisco - Networking Essentials (6 credits) [178]
Entry Level 3. Unit 4 - Displaying Information Using ICT (3 credits) [179]	Level 1, Unit 51 - Effectiveness communication using remote systems (4 credits) [180]	Level 2, Unit 50 - Developing skills for remote working (3 credits) [181]	
Entry Level 3. Unit 5 - Using ICT to Find Information (3 credits) [182]	Level 1, Unit 102 - Digital Editing and Publishing (4 credits) [183]	Level 2, Unit 51 - Effectiveness communication using remote systems (4 credits) [184]	
Entry Level 3. Unit 6 - Communicating Information Using ICT (3 credits) [185]	Level 1, Unit 103 - Digital Modelling (4 credits) [186]	DELLevel 2, Unit 70 - Understanding of Cyber Security and Online Threats (3 credits) [187]	
Entry Level 3, Unit 7 - Producing Charts Using ICT	Level 1, Unit 105 - Digital Design and Graphics (4	DELLevel 2, Unit 71 - Analysing and Evaluating Cyber	

(3 credits) [188]	<u>credits)</u> [189]	Threats (3 credits) [190]
Entry Level 3. Unit 8 - IT Security for users (1 credit) [191]		DELLevel 2. Unit 72 - Applying and Deploying Security Tools and Best Practice (3 credits) [192]
Entry Level 3, Unit 10 - Presentation software (2 credits) [193]		DELLevel 2, Unit 73 - Extended Project: Securing and Defending Online Systems (6 credits) [194]
Entry Level 3, Unit 14 - Audio and Video Software (2 credits) [195]		Level 2, Unit 80 - Digital Tools and Best Practice for Project Management (5 credits) [196]
Entry Level 3, Unit 15 - Imaging Software (2 credits) [197]		Level 2, Unit 81 - Digital Safety and Security Policies and Procedures (4 credits) [198]
Entry Level 3, Unit 16 - Using Collaborative Technologies (3 credits) [199]		Level 2, Unit 82 - Digital Editing and Publishing (3 credits) [200]
Entry Level 3, Unit 20 - Introduction to Using mobile IT devices (2 credits) [201]		Level 2, Unit 83 - Digital Design and Graphics (3 credits) [202]
Entry Level 3. Unit 23 - Multimedia Software (2 credits) [203]		Level 2, Unit 84 - Digital Modelling and Data Management (3 credits) [204]
Entry Level 3, Unit 25 - Developing Computer Games and Puzzles (3 credits) [205]		Level 2, Unit 85 - Virtual Reality and the Development Life Cycle (4 credits) [206]

Entry Level 3.

<u>Unit 26 -</u> <u>Computer Games</u> <u>Development (3</u> <u>credits)</u> [207]

Entry Level 3. Unit 28 - Personal information management software (1 credit) [208]

Entry Level 3, Unit 32 - Website Software (2 credits) [209]

Entry Level 3. Unit 36 - Specialist Software (2 credits) [159]

Source URL: https://theingots.org/community/sil3u32

Links

- [1] https://theingots.org/community/ITQ unit development
- [2] https://theingots.org/community/handbook2
- [3] https://theingots.org/community/QCF levels
- [4] https://theingots.org/community/SIL3U32
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[184] https://theingots.org/community/sil2u51
[185] https://theingots.org/community/siel3u6
[186] https://theingots.org/community/sil1u103
[187] https://theingots.org/community/sil2u70
[188] https://theingots.org/community/siel3u7
[189] https://theingots.org/community/sil1u105
[190] https://theingots.org/community/sil2u71
[191] https://theingots.org/community/siel3u4
[192] https://theingots.org/community/sil2u72
[193] https://theingots.org/community/siel3u10
[194] https://theingots.org/community/sil2u73
[195] https://theingots.org/community/siel3u14
[196] https://theingots.org/community/sil2u80
[197] https://theingots.org/community/siel3u15
[198] https://theingots.org/community/sil2u81
[199] https://theingots.org/community/siel3u16
[200] https://theingots.org/community/sil2u82
[201] https://theingots.org/community/siel3u20
[202] https://theingots.org/community/sil2u83
[203] https://theingots.org/community/siel3u23
[204] https://theingots.org/community/sil2u84
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- [205] https://theingots.org/community/siel3u25
- [206] https://theingots.org/community/sil2u85
- [207] https://theingots.org/community/siel3u26
- [208] https://theingots.org/community/siel3u28
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