

COURSE TITLE	SAGE LINE 50 - Stage 1
COURSE AIM	This course has been designed to enable the trainee to understand the concepts of Sage and prepare bookkeeping up to final accounts stage and generate reports. A qualification in Accounts is therefore necessary in order to be able to follow the course.
COURSE CONTENTS	<p><u>Stage 1 (Core):</u></p> <ol style="list-style-type: none"> 1. Supplier Invoices & Credit Notes 2. Supplier Payments 3. Supplier Print Routines & E-Payments 4. Customer Invoices & Credit Notes 5. Customer Receipts & Managing the Sales Ledger 6. Contra Entries 7. Bank Payments, Bank Receipts & Bank Transfers 8. Recurring Entries 9. Journal Entries 10. Safeguarding your Data 11. Search 12. Checking Transactions 13. Error Corrections 14. Difficult Transactions
DURATION	27 hours <i>The duration includes also Training Manuals and Exams.</i>
SCHEDULE	Two times a week, evenings.
VENUE	At the ETC Training Complex in Hal Far.
ELIGIBILITY	O level in Accounts and ECDL certificate.
FEE	The course is provided free of charge by ETC. A fee of €65.00 is charged for the application of the Sage exam and training manuals.
CERTIFICATION	A Certificate of Achievement is issued by ETC at the end of the course.

