

## Sage 50 – Stage 3

### Applying for this course:

To apply for this course, you should be 16 years of age or older and hold a qualification in Accounts and be IT literate. If you do not have these qualifications but possess other qualifications or relevant experience, kindly contact us on [ga.jobsplus@gov.mt](mailto:ga.jobsplus@gov.mt). stating your ID card number, attaching copies of your qualifications and a copy of your CV highlighting your work experience. Alternatively, you can send the requested information by post addressed to: Quality Assurance Unit, Jobsplus Training Complex, Triq Birżebbuġa, Ħal Far BBG3000.

### Course Duration

This course is of 17 hours duration and consists of one Module - (including 2-hour assessment)

### General pedagogical guidelines and procedures for this course:

The delivery of this course will be mainly held through a series of practical, hands-on exercises. The trainer will be holding lessons with the learners in a computer lab set-up, which will consist of various discussions and client-specific case studies.

### General assessment policy and procedures for this course:

The learner will be assessed through an ongoing assessment for learning by way of oral, written or practical exercises that will take place throughout each module, to assess and consolidate the learning being covered.

### Module 1 Learning Outcomes- Sage Stage 3

✓ Credit Control reporting	✓ Microsoft Excel integration
✓ Credit Control documentation and communication	✓ Bank reconciliation
✓ Credit Control Management	✓ Fixed Assets
✓ Cash Flow Forecast	✓ Prepayments and Accruals
✓ Financial Reporting	✓ VAT Return preparation
✓ Departments and Budgets	✓ VAT Return
	✓ Financial Year End

**Module Assessment:** The assessment paper will be divided into 1 section:

A summative assessment will be held at the end of the unit. This will take the form of an on-line assessment based on multiple choice questions and simulations. This assessment will be on a Pass/Fail basis.

The duration of this assessment is of 45 minutes and the pass mark is that of 75%.