

### 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 [qa.jobsplus@gov.mt](mailto:qa.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, 111 Far BBG3000.

### On successful completion of this Course in SAGE 50 – Stage 1, the learner will have theoretical and practical knowledge of :

- ✓ Introduction and navigation
- ✓ Essential Settings
- ✓ Setting up the Nominal Codes Module
- ✓ Customising the Chart of Accounts
- ✓ Departments
- ✓ Customer and Supplier Records
- ✓ Customer and Supplier Opening Balances
- ✓ Nominal Opening Balances