

# **The Success Skills Training Centre is starting Sage 50, 2024 on Saturday, Jan. 11<sup>th</sup>, 2025**

**Please pay and register as soon as possible. We only have 10 seats available.**

## **More Information:**

- **Course: Sage 50 2024 (25 hrs.)**
- **Fee: \$300 plus \$20 for materials**
- **Payment Method: Only e-transfer accepted**
- **Contact: [sstc@successcentre.ca](mailto:sstc@successcentre.ca)**

**Teaching Method: Online and in-person. Six evenings online and two Saturdays in person.**

## **Requirements:**

- **You need to know bookkeeping.**
- **You need to own a desktop or a laptop.**
- **You will receive a student version of the software for 14 months' use.**
- **Before the first day of class, if needed, you will receive help to install the software.**
- **For in-person classes, you don't need to bring a desktop or laptop. We will provide you with a laptop for in-person meetings, but if you have your own, we recommend you bring it.**

## **Schedule:**

### **January Sessions:**

- **Day 1: Saturday, Jan. 11, 10 a.m. - 1:30 p.m. (in person). Get to know the clients and the instructor. Introducing Sage 50, 2024.**
- **Day 2: Tuesday, Jan. 14, 6:00 p.m. – 9:00 p.m. Learn how to set up a non-profit organization's general journal from a template.**

- **Day 3: Thursday, Jan. 16, 6:00 p.m. – 9:00 p.m. Continue the company you started in the previous class. Introduction to accounting for purchases and other functions.**
- **Day 4: Tuesday, Jan. 21, 6:00 p.m. – 9:00 p.m. Continue working on the company from the previous day. Introduction to accounting for sales and other functions.**
- **Day 5: Thursday, Jan. 23, 6:00 p.m. – 9:00 p.m. Continue the company you started in the previous class.**
- **Day 6: Saturday, Jan. 25, 10 a.m. – 1:30 p.m. (in person). Review what we learned in the previous classes.**
- **Day 7: Tuesday, Jan. 28, 6:00 p.m. – 9:00 p.m. Receivable and payable setup.**
- **Day 8: Thursday, Jan. 30, 6:00 p.m. – 9:00 p.m. Finish where we left off.**

#### **February Sessions:**

- **In-person: Saturday, Feb. 6 and 23, 10:00 a.m. – 1:30 p.m.**
- **Online: Feb. 12, 14, 19, 21, 26, and 28, 6:00 p.m. – 9:00 p.m.**

#### **March Sessions:**

- **In-person: Saturday, March 8 and 22, 10:00 a.m. – 1:30 p.m.**
- **Online: March 11, 13, 18, 20, 25, and 27, 6:00 p.m. – 9:00 p.m.**

#### **April Sessions:**

- **In-person: Saturday, April 5 and 19, 10:00 a.m. – 1:30 p.m.**
- **Online: April 8, 10, 15, 17, 22, and 24, 6:00 p.m. – 9:00 p.m.**