



## Change the World

Unit for Continuing Education

For more information contact:  
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[mandela.ac.za](http://mandela.ac.za)



Sage Business Cloud  
Accounting  
Practitioner



## Course Objective

To provide participants with the knowledge, hands-on computer experience and skills in the use of a computerized accounting software programme.

## Course Content

- Getting started and navigating in Sage Business Cloud
- Creating a new company in Sage Business Cloud
- Suppliers
- Customers
- Items
- System accounts
- Take on balances
- Processing in Sage Business Cloud
- Bank and cash accounts and reconciling the bank account
- Creating various reports

## Course Fee

R6200

## Course Date

To be confirmed

## Course Duration

This course is offered over a period of three weeks. i.e. every Monday and Wednesday evening

## Time

17:30 – 20:30

## Full payment before course commences confirms your booking

Payment can be made at cashiers or EFT

Standard Bank – Gqeberha

Branch Code: 050417

Account No: 080263011

Reference No: 2906 - 4120 (your surname)

**Nelson Mandela University students applying for this course must ensure that their student account is settled.**



## Cancellations/Refunds

Course fees are not refundable unless cancellation has been made at least seven days prior to course commencement.

**A 30% admin/cancellation fee is levied.**

If the course is fully booked or cancelled by the Nelson Mandela University, a full refund of fees will be made.

### PLEASE NOTE:

Proof of payment to be forwarded to  
[Aadiela.Abrahams@mandela.ac.za](mailto:Aadiela.Abrahams@mandela.ac.za)

Deadline for applications and payment is at least two weeks prior to the commencement of the course (Mrs Aadiela Abrahams will confirm this with all applicants)

***This SLP will only commence should the minimum number of attendees is reached.***

