

School of Information and Technology

Programme Name: Skills programme in Fundamentals of Pastel Accounting

Full-time / Part-time: Part-time

Description

You know the accounting but you don't know how to use the software. Fundamentals of Pastel Accounting teach you to use the software.

This programme will enhance a learner's skills in any accounting environment as it will enable him to use the Pastel Accounting package.

Admission Requirements

- Computer Literacy.
- A knowledge, comprehension and application of English and Mathematics at NQF level 2 / Grade 10 or equivalent.
- Knowledge and understanding of Bookkeeping Terms and concepts.

Certification

On successful completion of the programme, the learner will receive a Damelin Skills Programme Certificate in Fundamentals of Pastel Accounting. This skills programme is mapped to a cluster of unit standards.

Programme Outcomes

- Prepare ledger balances and an initial trial balances
- Record income and receipts

- Record business financial transactions

Programme Outline Fundamentals of Pastel Accounting (15 credits)

Demonstrate an understanding of basic accounting principles (4 credits)

- Explain the cycle of recording transactions
- Explain and demonstrate an understanding of source documents
- Explain the purpose of each subsidiary
- Prepare subsidiary journals
- Post subsidiary journals to the general ledger
- Prepare final statements

Work with information technology in an accounting environment (6 credits)

- Input, store and output data
- Minimise risks to data held on a computer system
- Use basic computer systems

Record business financial transactions (5 credits)

- Process receipts and payments
- Enter records in an analysed cash book for both cash and bank entries
- Check invoices received against orders
- Produce quotations and invoices
- Record debtors and creditors
- Reconcile supplier's statements
- Prepare a bank reconciliation statement

Assessment

The learner will be required to complete a portfolio of evidence to support the competent findings of the assessor. The Learner will be supported and guided towards reaching this goal.

Duration

The programme duration is **60 hours** and the tuition is face to face. Damelin tuition is scheduled per campus. Programmes are offered during the week, in the evenings, or on Saturdays. Damelin campuses countrywide have updated schedules on their local programme offerings.

NQF alignment

The unit standards in this skills programme are listed below.

SAQA ID	TITLE	NQF LEVEL	CREDITS
13999	Demonstrate an understanding of basic accounting practices	1	4
12991	Work with information technology in an accounting environment	5	6
114736	Record business	4	5

	financial transactions		
TOTAL CREDITS			15

About the School

The School of Information and Technology offers learners a wide variety of computer-related programmes that will enable successful learners to gain employment. All programmes have been aligned to registered SAQA qualifications and unit standards. Skills programmes offered by the School are building blocks towards the certificate programmes. The programmes range from basic computer skills (word processing, spreadsheet design and presentation design) to communication and information technology, web design, desktop publishing and programming. Both full-time and part-time programmes are offered. Refer to the prospectus for a full list of programmes. The School offers a wide variety of programmes that will enable successful learners to gain employment.

Pricing

Enquire at your nearest Damelin campus for a current Programme Price List. This programme price includes all prescribed text books. Learners can at an extra fee write the Pastel exam and become Pastel certified.

Additional costs



The Damelin logo features a stylized yellow comma-like shape above the word "Damelin" in a bold, blue, sans-serif font.

You will be required to have your own computer or at least frequent access to a computer and the necessary software.

Disclaimer

The content of this brochure, accurate at time of going to print, is subject to change without notification due to legislation, market requirements or any other reason. Damelin reserves the right to change the programme content without notice.

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