



# PART-TIME

## Fees Include:

- Textbooks & Study Material
- Exam Registrations
- Student Book Bag
- Digital Student Card

## Pastel Accounting Intermediate

### Type of programme

Unigrad College Short Learning Programme (SLP) Provider Programme.

### About this programme

This Short Learning Programme (SLP) is intended for bookkeepers and others with knowledge of accounting concepts who want to learn to adapt and use their skills for Pastel. The course aims to enhance the student's skills and productivity in the accounting environment by enabling the student to use the Pastel Partner accounting software. The course covers specific accounting concepts and procedures that are unique to Pastel.

### Admission requirements

- Computer literacy and the ability to work with a computer mouse (mouse-skills)
- Knowledge and understanding of bookkeeping up to and including the trial balance.  
It is highly recommended that a student completes the Short Learning Programme in Bookkeeping available at Unigrad College.

### Programme outline

- Installation and registration of Sage Pastel Partner
- Pastel terminology and navigation
- Creating and setting up a company
- Create and maintain general ledger accounts
- Create and maintain supplier accounts
- Create and maintain inventory items
- Take on balances and journals
- Supplier processing
- Customer processing
- Cash book, petty cash and journal processing
- Month-end processing
- Year-end procedures

### Course duration (4 study options)

- Saturday mornings (08:30 – 12:30) for a period of 9 weeks, **or**
- Saturday afternoons (13:00 – 16:00) for a period of 12 weeks, **or**
- Monday and Wednesday evenings (17:30 – 19:30) for a period of 9 weeks, **or**
- 1 Week full-time (08:30 – 16:00)

## Certification

On successful completion of the programme and internal assessments, students will be awarded the **Unigrad College Short Learning Programme (SLP) Certificate in Pastel Accounting Intermediate**.

## Student Portal

When you join the Unigrad family you will have automatic access to myUnigrad, the student portal through which you can manage your academic profile, obtain your results, download your digital student card, contact the support team and much more.

## Fees and study material

Affordability and quality education make Unigrad College a popular choice with students. Fees can be paid in monthly instalments or in full. Speak to a Unigrad career consultant about our fees and payment options. Unigrad College also partners with Student Hero and Capitec. To learn more about the available funding options, visit <https://www.unigradcollege.co.za/funding-options/>.

**Textbooks and study materials are INCLUDED in our fees!**

## Accreditation

Unigrad (Pty) Ltd is accredited by the Quality Council for Trades and Occupations (QCTO) NATED/14/0054. The college is a registered examination centre with the Department of Higher Education and Training (DHET No: 699990686).

## What is a Short Learning Programme?

The modern business world demands a vast variety of skills and abilities. Unigrad offers an extensive range of short learning programmes particularly designed to address these demands by enhancing the quality of skills and knowledge available to the workplace. These short learning programmes are typically aimed at working adults, or those seeking employment and whilst they are not full qualifications, such as those appearing on the NQF and registered with SAQA, their benefit lies in their rapid and significant improvement to skill and knowledge levels of the student. This makes short learning programmes ideal for people who need to upgrade their CV's, but do not have the time or finances to engage in a lengthy course of study.

## Disclaimer

Short learning programmes are non-credit bearing. Information contained in this fact sheet is accurate at the time of printing. However, factors beyond the control of Unigrad (such as environmental, regulatory or technical changes) may cause the contents of this fact sheet, or of the programme to change. In the event of any such change, Unigrad will notify current students. All possible measures will be taken to minimise inconvenience to students.

I \_\_\_\_\_ (student/legal guardian), hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained herein pertaining to this programme.

Student/legal guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_