

Pastel Partner Version 11 Training

[Pastel Partner Version 11 – Advanced (Module 1-part 2)]

This comprehensive training course gives you the knowledge and skills necessary to perform a bookkeeper to balance sheet function.

[Entrance Requirements]

Learners need to meet the following prerequisites before attending this course:

1. Bookkeeping NQF Level 3 qualification or Standard 8/Grade 10 Bookkeeping
2. Computer Literacy at NQF Level 3 or Standard 8/Grade 10 Computer Literacy
3. Mathematical Literacy or Standard 8/Grade 10 Mathematics
4. Pastel Partner Intermediate Course (Module 1)

If you are not yet competent in the required prerequisites, you must first complete the relevant courses before enrolling for this course. It is essential that the course prerequisites are met so as to avoid being asked to leave and the course fees being forfeited.

[Target Learners]

This course has been designed to give you a better understanding of the more involved processes in Pastel, at a supervisor level.

[Training]

This is a two day (12 hour) course.

[Delivery Methods]

The delivery methods include:

- Self study
- Facilitated workshops

[Assessments]

The assessment forms part of the course and will take place on the last day. If you wish to write the assessment on a different day, the following conditions will apply:

- The assessment must be written within 30 days of attending the course
- An additional assessment fee will be charged
- You will need to make arrangements with an Authorised Training Centre to allocate time for the assessment

[Course Outline]

The course includes the following content:

Advanced Functions in the File Menu

- Consolidating companies
- Export / Import
- Data Integrity

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