



# Computerized Accounting (Bookkeeping & SAGE Pastel)



Careers Business Institute has been empowering the community since its inception in 1991. We provide a comprehensive range of Management, Office Administration, Financial and IT courses that have been designed to help you launch your successful career. The Careers Training Group has campuses in Umhlanga Ridge and at the Chatsworth Centre in KwaZulu Natal

## Computerized Accounting – Bookkeeping & SAGE Pastel

### What is a Bookkeeper?

A Bookkeeper (also known as a bookkeeping clerk) is a professional who helps businesses and other organizations keep their finances in order. They manage general accounting ledgers, record journal entries (transactions), and generate financial statements. In the broadest sense, bookkeepers help businesses keep their finances intact by keeping tabs on different accounts, transactions, and reports. They organize, collect, and store the business's financial records, including cash flow statements, bank reconciliations, and loss statements. Bookkeepers make it possible for business owners and accountants to build budgets, identify trends, and plan for the future. (CIBM 2023)



### Why study Bookkeeping?

Bookkeeping will never cease to exist. This makes a certificate in this qualification a good investment for your future. For our Computerized Accounting Programme Careers Business Institute has bundled 2 Bookkeeping Certifications to ensure our students exit with all the tools they need to work in Finance and Bookkeeping. Upon completion of this course a 3<sup>rd</sup> Computerized Accounting Certificate is awarded. Being a scarce skill the demand for Bookkeepers have never been greater in South Africa. (South African Scarce Skills List 2023)

### Chartered Institute of Business Management CIBM & SAGE Pastel

Careers Business Institute have combined CIBM & SAGE Pastel certifications allowing students to learn the Bookkeeping skills required to study the SAGE Pastel Certification.



In South Africa and across Africa, Sage Pastel Accounting is the accounting system of choice for small, medium and large businesses looking for desktop accounting software. Its entry-level option, is used by thousands of small businesses to run their accounting.



Pastel  
Business Partner  
Authorised

With over 200 000 businesses using this technology, it has been proven to be a long-term winner in the marketplace. In addition, with over 2 400 online searches a month for the phrase 'Pastel Accounting', it is still being sought by many new and existing businesses. (IronTree Finance & Accounting 2023)

# Computerized Accounting – Bookkeeping & SAGE Pastel

## Module Breakdown: Bookkeeping

- Introduction to Bookkeeping
- The Cash Book
- The Petty Cash Book
- The General Journal
- Debtors
- Creditors
- The General Ledger
- Reconciliations
- The Trial Balance
- Salaries & Wages

## Module Breakdown: SAGE Pastel

- Working in the Demo Company
- Edit Master Files
- Introduction to Processing
- Supplier Processing
- Customer Processing
- Cash Book Processing
- Monthly Processing

The Computerized Accounting Programme run by Careers Business Institute provides students with critical skills in Bookkeeping forming part of the top 30 most in demand skills in S.A (South African Scarce Skills List 2023)

## Minimum Requirements & Details

Minimum Requirements: Basic Computer literacy, Math literacy & English

Part - Time: 3 Months (12 Saturdays)

Exam A – Bookkeeping Certificate (CIBM)

Exam B – SAGE Pastel Certificate

Careers Business Institute provide students with all learning materials (Hardcopy Textbooks) at no extra cost.

## Course Certificates

Students will earn **3 Qualifications** upon completion of this course

- Bookkeeping Certificate (CIBM)
- SAGE Pastel Certificate (Soft Copy)
- Computerized Accounting Certificate (Awarded upon completion of course)

## Career Opportunities

The following Careers are available to students who complete the Computerized Accounting Qualification:

- Bookkeeper
- Accounts Clerk
- Accounts Assistant
- Debtors and/or Creditors Clerk



## Course Fees

Careers Business Institute have developed easy payment options for all courses. Please enquire for a full fee schedule

