

SAGE PASTEL ACCOUNTING SOFTWARE

ONLINE SHORT COURSES

INFORMATION PACK

*Online &
Part-Time*

sage

Authorised
Training Centre

Sage Pastel

OUR MISSION

At Novtel, we strive to educate individuals in leading Sage Pastel Accounting software via a convenient and easily accessible online platform, nationwide.

When employees are confident using Sage Pastel, they will deliver a significant return on investment back to their employer. In response to the increasing demand for skills in computerized Accounting software, we aspire to provide Bookkeepers, Accountants, Managers, Entrepreneurs and all individuals wishing to advance their career prospects, an opportunity to become certified in Sage Pastel Accounting, no matter where they are.

WHAT WE DO

Novtel is an experienced Sage Pastel Business Partner, Third Party Software Developer and Authorised Training Centre (ATC) in South Africa, offering FASSET accredited short courses online for anyone to take.

Recognized as specialists in our field, our courses take a practical approach to Sage Pastel Accounting software and allow learners to apply their skills immediately after completing the accreditation training. We offer on-demand training options, easy-to-follow course material and step-by-step video demonstrations.

FLEXIBILITY AND CONVENIENCE

No matter your location, enroll and start a course at any time of the year. Progress at a pace that suits your schedule from your home or office; and become certified within 3-months or less.

Whether you are a scholar (16+), school-leaver or stay-at-home parent wishing to embark on a new career; an entry-level or professional employee looking to advance your current profession; or an entrepreneur wanting to acquire value added skills to better understand and manage your company's finances; our short courses provide the flexibility and convenience to help you achieve your goal.

FASSET ACCREDITED

A Sage Pastel certification is a globally accepted means of assessing an essential set of abilities; and is accredited by FASSET - the SETA for Finance, Accounting, Management Consulting and other Financial Services.

FASSET continually monitors the delivery of quality assurance with respect to the courses for which Sage Pastel has been accredited. As a result, employees who pass their Sage Pastel assessments will gain credits toward a formal qualification and will (South African) employers be eligible to claim back the training costs in line with South Africa's Skills Development Levy Act.

DEDICATED STUDENT SUPPORT

Novtel's certified Sage Pastel Trainers are dedicated to providing ongoing support and guidance to students, as needed during their course access period.

Whatever your training query, our professional Trainers will assist and guide you via e-mail, telephone or remote access for the duration of your course access period. Academic support is available in English and Afrikaans during Novtel office hours.

HOW YOU CAN BENEFIT FROM NOVTEL'S ONLINE COURSES



IT'S ONLINE

You can complete our courses from anywhere in the world, whether you live in South Africa or abroad; reside in a city centre, rural town or remote area. As long as you have access to a computer and the internet, you will be able to complete the training no matter where you are.

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IT'S SELF-PACED

You can register and start a course at any time of the year; and complete the user-friendly online learning modules at your own pace. Only study during times when it suits you best. Depending on your available schedule, complete a course on a full or part-time basis within 3-months or less.

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IT'S CONVENIENT

In addition to receiving supporting printed training material, you will also benefit from a series of short, step-by-step video demonstrations which are available to view online and offline. This convenience enables you to make progress even during times when internet access is unavailable or restricted.

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IT'S FULLY SUPPORTED

Whatever your training query, Novtel's professional and experienced Trainers will assist and guide you via e-mail, telephone or remote access for the duration of your course access period. Friendly support is available in English and Afrikaans during Novtel office hours.

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IT'S NQF-RATED AND FASSET ACCREDITED

Not only can you gain credits towards a formal qualification, but will South African Employers also be eligible to claim back the training costs in line with South Africa's Skills Development Levy Act.

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IT ALLOWS FOR REPAYMENT OVER 6-60 MONTHS

You can choose to repay the course fee over a period of 6-60 months when paying online using your VISA or MasterCard, and choosing to pay 'on budget'. Your bank's T's & C's will apply.

THE BASICS OF BOOKKEEPING

R 2,480*



Our current offer

Our standard price: R 3,100
Recommended price: R 3,640

*This course price is available exclusively to users who apply the Discount Code: **RECRUITMYMOM** during online checkout at www.novtel.co.za

Online & Part-time



Authorised Training Centre

Sage Pastel

OPTION 1 | BEGINNER

Take the very first step on your journey to becoming competent in Accounting software, such as Sage Pastel.

This online video short course is suitable for anyone who requires an introduction to the basic principles and concepts of Bookkeeping. Or, choose to simply refresh your understanding of Accounting acquired at school level, before continuing with training in Pastel Partner.

ACADEMIC PREREQUISITES

- No prior knowledge of Accounting/Bookkeeping is required.
- A basic level of computer and Mathematical literacy is advised.

THIS COURSE IS SUITABLE FOR YOU, IF:

- You would like to improve your understanding of the basic concepts of Bookkeeping, before continuing with training in Sage Pastel Accounting software.
- You wish to obtain FASSET Accredited Certification in the Fundamentals of Bookkeeping.

COURSE INDEX

Module 01	Course Introduction
Module 02	The Accounting Cycle
Module 03	Financial Transactions
Module 04	Analysing & Classifying Transactions
Module 05	The Double Entry Accounting System
Module 06	The Generally Accepted Accounting Principles
Module 07	Posting of Transactions
Module 08	Value Added Tax (VAT)
Module 09	Inventory: The Basics
Module 10	Bookkeeping: Retail & Distribution Industry
Module 11	Bookkeeping: Service Industry
Module 12	Bookkeeping: Non-Profit Organisation

SUMMARY



Beginner Level Skills



3 Months Online Access



Certificate by Sage Pastel



NQFL 1 FASSET Accredited



Dedicated Student Support

CONTENT



12 Short videos (online & offline viewing via USB flash drive)



11 Self-assessment quizzes



Activities & mock exam



Printed manual & data disc



Free delivery via courier

REGISTRATION

Start the course at any time of the year.
Register online at www.novtel.co.za

Need assistance?
E-mail us at training@novtel.com

SEEN IT FOR LESS?

PRICE MATCH GUARANTEE

FREE SHIPPING & USB DRIVE

SAGE PASTEL ACCOUNTING PARTNER V.14

R 6,720*



Our current offer

Our standard price: R 8,400
Recommended price: R 9,900

*This course price is available exclusively to users who apply the Discount Code: **RECRUITMYMOM** during online checkout at www.novtel.co.za

Online & Part-time



Authorised Training Centre

Sage Pastel

OPTION 2 | INTERMEDIATE

This comprehensive course takes a practical approach to Pastel Partner (which encompasses Pastel Xpress) and will give a learner the knowledge and skills necessary to perform a bookkeeping to trial balance function using this world-renowned software. A Sage Pastel certification allows learners to apply their skills immediately after completing the accreditation training.

ACADEMIC PREREQUISITES

- A basic level of computer and Mathematical literacy is required.
- A sound understanding of Grade 10 Accounting; or a qualification in the Basics of Bookkeeping (recommended) is required.

THIS COURSE IS SUITABLE FOR YOU, IF:

- You would like to embark on a career in Bookkeeping; or
- You would like to advance your current career by acquiring new skills in Sage Pastel Accounting Partner
- You would like to launch your own business as a Consultant, providing computerized Accounting services to Clients; or
- You are an Entrepreneur, Accountant or Manager wishing to enhance your skills and knowledge of computerized Bookkeeping

COURSE INDEX

Module 01	Getting Started in Pastel Partner V.14
Module 02	Navigating Pastel Partner
Module 03	Creating a New Company
Module 04	The General Ledger
Module 05	Inventory
Module 06	Customers
Module 07	Suppliers
Module 08	Entry Types, Journals & Cash Books
Module 09	Daily Processing
Module 10	Weekly Processing
Module 11	Monthly & Bi-Monthly Processing
Module 12	Annual Processing

SUMMARY



Intermediate Level Skills



3 Months Online Access



Certificate by Sage Pastel



NQFL 4 FASSET Accredited



Dedicated Student Support

CONTENT



24 Short videos (online & offline viewing via USB flash drive)



11 Self-assessment quizzes



Activities & mock exam



Printed Training Manual & Educational Software CD



Free delivery via courier

REGISTRATION

Start the course at any time of the year.
Register online at www.novtel.co.za

Need assistance?

E-mail us at training@novtel.com

SEEN IT FOR LESS?

PRICE MATCH GUARANTEE

FREE SHIPPING & USB DRIVE

SAGE PASTEL COURSE BUNDLE

R 7,360*



Our current offer

Our standard price: R 9,200
Recommended price: R 13,540

*This bundle price is available exclusively to users who apply the Discount Code: **RECRUITMYMOM** during online checkout at www.novtel.co.za

Online & Part-time



Authorised Training Centre

Sage Pastel

BUNDLE OPTION | BEGINNER + INTERMEDIATE

Benefit from a bundle discount and a 6-month online access period when purchasing both the Bookkeeping Basics (Beginner) and Sage Pastel Partner V.14 (Intermediate) video courses together as an online Pastel Course Bundle.

ACADEMIC PREREQUISITES

The prerequisites as stipulated for the Basics of Bookkeeping (Beginner level) and Sage Pastel Partner (Intermediate level) online courses respectively, apply.

THIS COURSE BUNDLE IS SUITABLE FOR YOU, IF:

- You have no qualification in, or no/limited knowledge of Bookkeeping
- You want to apply your new skills immediately after completing accreditation training
- You would like to embark on a career in Bookkeeping, using Sage Pastel Accounting Software; or
- You would like to advance your current career by acquiring new skills in Sage Pastel Accounting Partner
- You would like to launch your own business as a Consultant, providing computerized Accounting services to Clients; or
- You are an Entrepreneur, Accountant or Manager wishing to enhance your skills and knowledge of computerized Bookkeeping

COURSE INDEX

1. Refer to the outline of **Course 1:** The Basics of Bookkeeping [Beginner level]
2. Refer to the outline of **Course 2:** Sage Pastel Accounting Partner [Intermediate level] - Version 14

SUMMARY



Beginner + Intermediate Level



6 Months Online Access



Certificates by Sage Pastel



NQFL 1 + 4 FASSET Accredited



Dedicated Student Support

CONTENT



36 Short videos (online & offline viewing via USB flash drive)



22 Self-assessment quizzes



Activities & mock exams



Printed Training Manuals & Educational Software CD



Free delivery via courier

REGISTRATION

Start the course bundle at any time of the year. Register online at www.novtel.co.za

Need assistance?
E-mail us at training@novtel.com

SEEN
IT FOR
LESS?

PRICE
MATCH
GUARANTEE

FREE
SHIPPING
&
USB
DRIVE

HOW IT WORKS

A. REGISTER AND PAY

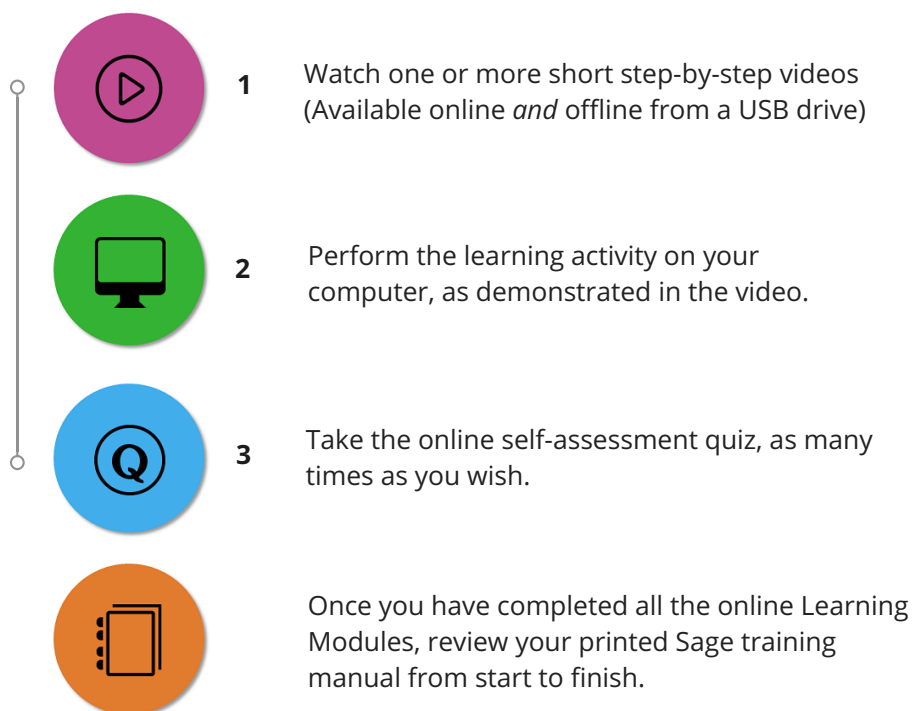
1. As the student who wishes to enrol, visit **www.novtel.co.za**.
2. Add the chosen course to your Shopping Cart; and proceed to Checkout.
3. Enter the **Discount Code: RECRUITMYMOM** and click '**Apply/Update**' for the discount to take effect.
4. Your new discounted total will now display. Click 'Next' to select your method of payment.
5. Choose to make a secure payment online, or select to pay via EFT/bank transfer.
6. When paying online using your MasterCard or VISA credit card, your bank's 'budget' facility option will allow you to repay the course fee over a period of 6 - 60 months, if preferred. Your bank's T&Cs will apply.
7. Or, select the 'Payment by Sponsor' option to allow a third party (e.g. Employer, agency, spouse, parent, or other) to receive a copy of the invoice and settle payment on your behalf.

B. COURSE ACTIVATION AND STUDY MATERIAL

- Once payment has been verified, your online course access period will start immediately.
- Supporting study material, which includes a printed training manual, educational software disc and USB flash drive, will then be dispatched via courier for delivery within 2-7 working days.

C. COMPLETE THE COURSE CONTENT

- Complete the online content, followed by the printed content, in your own time and at a pace that suits your schedule. Within each online Learning Module, the learner will typically be required to:



D. ACHIEVE CERTIFICATION

- Write the final online exam in the comfort of your home or office. Upon successful completion, receive FASSET accredited certification issued directly by Sage South Africa.

GENERAL REQUIREMENTS FOR COURSE ENROLLMENT

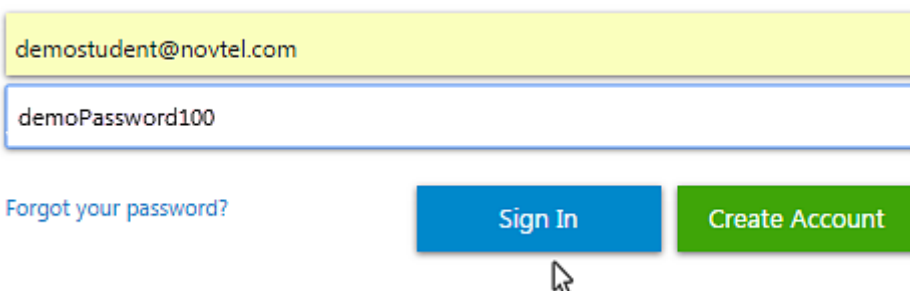
To participate in any of Novtel's online courses, a learner will require:

1. Access to a computer/laptop with Windows operating system, CD-ROM drive and audio capabilities
2. Access to the internet with a minimum connection speed of 2Mbps
3. A current e-mail account
4. A basic level of computer & Mathematical literacy
5. A good command of the English language

DEMONSTRATION LOGIN

View and navigate your way through the first three online learning modules of both the **Bookkeeping Basics** and **Sage Pastel Partner** online courses, by logging in to our free 'Demo Student' profile on the Novtel website.

- Visit **www.novtel.co.za** and select to log in as a **Student** under the 'Login Zones' menu tab.
- Enter the following Demo Student login details indicated below; and click to '**Sign In**'.
- Click on '**My Courses**' and select to view either course option.



The screenshot shows a login form with two input fields. The first field contains the email address 'demostudent@novtel.com' and is highlighted in yellow. The second field contains the password 'demoPassword100'. Below the fields is a link for 'Forgot your password?'. To the right are two buttons: a blue 'Sign In' button and a green 'Create Account' button. A mouse cursor is pointing at the 'Sign In' button.

CONTACT US

Our Novtel Training Consultants are ready to assist you in any way we can. Share your questions, concerns and feedback with us today.

E-mail: training@novtel.com

Tel: 086 166 8835

Website: www.novtel.co.za