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**PRETORIA & RANDBURG BRANCHES CLOSE TO GAUTRAIN BUS ROUTE**

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**Grade 0 to 12 in English or Afrikaans** – With the choice of Christian based or not.

**++++ Combine Grade 8 to 12 with any of our current courses** and be a Pilot, Accountant/Bookkeeper, Payroll Administrator, CAD Architectural/Engineering professional, etc by the time you complete Grade 12. Or follow your dream combining it with professional training in Golf, Swimming, Tennis, Modelling,.....



Why wait until after Grade 12 to start your flying career? Do it now from grade 8 to 12 at any of our branches or from home. With us you can complete all your Pilots ground school subjects and exams during school years and be ready to do your practical flying from the age of 16 at any of our approved Flying schools or your own choice.



**Pastel Accounting/Bookkeeping & Payroll** (Part of B.Com University studies)- As a Matriculant, you'll be wondering what the future may hold for you. Tertiary education is not always an option for some but it should never stop you from furthering your studies. Pastel Accounting software is used by over 200 000 businesses worldwide, leaving you the **INTERNATIONAL** opportunity to land a job in a business that requires a Pastel qualification. Why not kick start your future career plans by attending our Pastel School Leaver Training Course during or after school years. This specially packaged training course includes a certification that will assist you in entering many career options in the workplace – all at a price that won't break the bank. After completion

receive credits for your Pastel Exams from ICB as further studies are available to become an ICB Certified Senior Bookkeeper, Certified Technical Accountant and Certified Financial Accountant.

What career options are available to me when I am qualified? Once you've completed the **Pastel School Leaver Training Course**, your qualification will allow you to enter into any of the following careers: Accountant, Bookkeeper, Accounts Clerk, Creditors Clerk, Debtors Clerk, Cash Book Clerk, Invoicing Clerk, Office Administrator, Data Capturer, Help Desk Coordinator, Personal Assistant, Stock Administrator & many more.

**CAD (Computer Aided Design)** for Architects, Engineers, Town Planning, Landscape Architects, Interior Design



**Secretarial** courses in MS Office, Word, Excel, PowerPoint, Word, How to use the Internet, How to type and Increase your typing speed, Legal Secretarial with LEXPRO

**SAP & 200+ courses** AND GROWING OUR LIST OF COURSES EVERY DAY!!







Verkry vaardighede lewenslank met [www.admincollege.co.za](http://www.admincollege.co.za) Landswyd

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**PRETORIA & RANDBURG TAKKE NABY GAUTREIN BUSROETE**

**Graad 0 tot 12 Afrikaans of Engels** – Met die keuse van Christelik Behoudend of nie



**++++ Kombineer Graad 8 tot 12 met enige van ons ander kursusse** en word n Vlieënier voor die einde van Graad 12 of Rekenmeester/Boekhouer, Besoldiging administrateur, Professionele CAD ontwerper as Argitek, Ingenieur, ens voor die einde van Graad 12. Of volg u droom en kombineer dit met opleiding in Golf, Swem, Tennis, Modelskool,.....

Waarom wag tot na Graad 12? Doen u Vlieëniers grondvakke en eksamens deur ons sentrums of tuis terwyl u graad 8 tot 12 voltooi en wees gereed om praktiese vlieg opleiding te doen van 16 jarige ouderdom.

**Pastel Rekenmeester/Boekhouer & Besoldiging** - (Deel van B.Com. Universiteit studies) - As matrikulant is u nie dalk nie seker wat die toekoms vir u inhou nie. Tersiêre opleiding is nie altyd n keuse vir almal nie, maar dit moet u nooit stop om uself te verbeter met vêrdere studies nie. Pastel sagteware word wêreldwyd deur meer as 200 000 besighede gebruik en is dus n INTERNASIONALE erkende kwalifikasie en bied u Internasionale geleenthede vir werk. Gee vir uself die voorsprong om gedurende skooljare van graad 8 tot 12, of na skooljare hierdie hoogs erkende kwalifikasies te voltooi. Ons kursusse is gesertifiseer deur die Departement van Onderwys, bekend as die CSP (Certifeid School Program) of Pastel Skool verlaters kursusse. Hierdie spesiaal ontwerpde kursusse sluit sertifiseering in wat u sal help om verskeie poste te bekom – teen n bekostigbare prys. Na voltooiing kan u krediete kry van ICB (Institute of Certified



Bookkeepers) en met verdere ICB studies by ons, kan jy jousef bekwaam as n ICB Gesertifiseerde Senior Boekhouer, Gesertifiseerde Tegnieise Rekenmeester of Gesertifiseerde Finansiële Rekenmeester.

Watter beroeps keuses is vir my beskikbaar na kwalifikasie? Jou Pastel kwalifikasie stel jou instaat om enige van die volgende poste te betree: Rekenmeester, Boekhouer, Rekeninge Klerk, Krediteure en/of Debiteure Klerk, Kasboek Klerk, Fakturering Klerk, Kantoor Administrateur, Data Invoerder, Besoldiging Administrateur, Persoonlike Assistent, Voorraad beheerder en vele meer.

**CAD (Computer Aided Design)** vir Argitekte, Ingenieurs, Stad Beplanning, Landskap Argitete, Binnenshuise versiering



**Sekretariële kursusse** in MS Office, Word, Excel, PowerPoint, Word, Gebruik van die Internet, Hoe om te Tik en Tikspoed vermeerdering, Regs Sekretarieel met LEXPRO vir Prokureurs en Advokate

**SAP & 200+ Kursusse** EN ONS LYS VAN KURSUSSE GROEI DAAGLIKS!!

