

Register SHORT Courses in:

A) **Introduction to Bookkeeping**
(3 weeks - 4 hours per week) at R 950.00

B) **Pastel Accounting**

Intermediate (8 weeks - 4 hours
per week) at R3,500.00

These courses are designed to give you hands on, practical accounting software training in a classroom environment with highly experienced trainers, providing you with the knowledge and guidance you require during the course.

C) **ICDL Core (International Computer Driving Licence)** (4 - 10 weeks per module - depending on the module)

This INTERNATIONAL accredited End-User Computer course comprises of the following modules: Basic Concepts of IT, Using a Computer and Managing Files, Word Processing (MS Word), Spreadsheets (Ms Excel), Database (Ms Access), Presentation (MS PowerPoint) and Information and Communication (Internet and E-mail)

Get an ICDL START Certificate after completing 4 modules and an ICDL CORE Certificate after completing all 7 modules.



WATERBERG
FET COLLEGE
Together ensuring success

Courses are being offered at the following Centres:

- 1) Business Studies Centre (015 - 483 0405)
- 2) Engineering and Skills Training Centre (015 - 633 6770/1)
(ICDL ONLY)

Waterberg FET College is a:

- 1) **Pastel Authorised Training Centre (ATC)**



- 2) **ICDL Authorised Training and Exam Centre**



BOOK AND BROADEN YOUR HORIZON