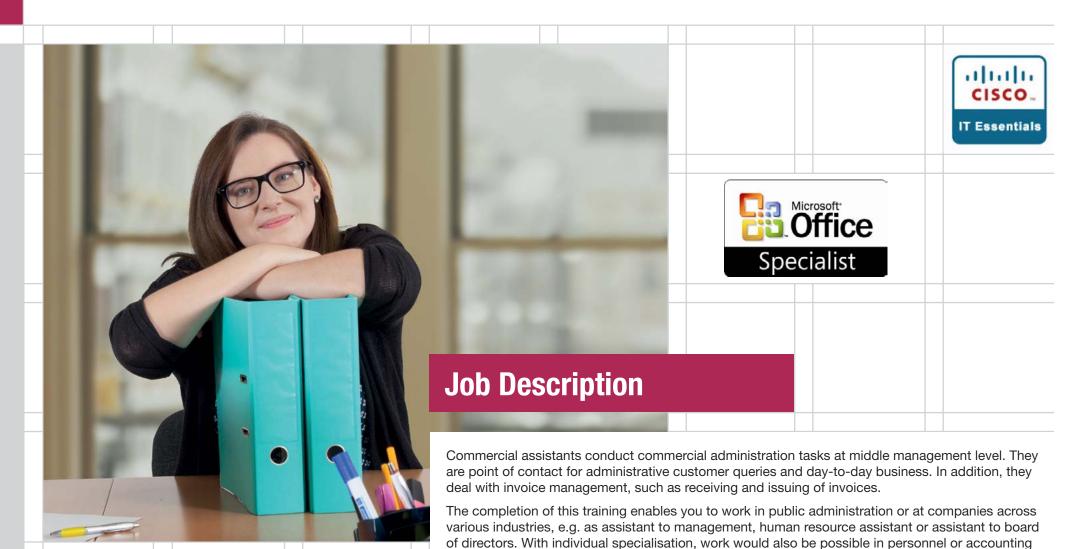
Commercial Assistants

State-recognised two-year traineeship





departments.







Admission requirements

Secondary School Certificate (MSA)

Registration

Please apply by sending an email to info@gpb-college.de including the following attachments; letter of application, C.V., copies of your last two school reports. Of course, you can always send your application by posted mail or call in and give it to us in person.

Final qualification

- State-certified Commercial Assistant
- Additional certificates (Microsoft, KMK)

Costs and Funding

School fees are payable for the training at our private vocational training college. You can pay these in monthly instalments of EUR 175, over 24 months.

Numerous options to fund your training are available to you e.g. student BaföG (German Schüler-BAföG), family allowance (German Kindergeld), student loans (German Bildungskredit).

The advantages of this traineeship

- Individual support and advice
- Summer and winter sport camps
- Additional certificates
- The option of adding the entrance qualification for universities of applied sciences and arts
- Working with the learning platform Moodle
- Your personal online career assistant
- Holiday courses and additional support classes
- Practice oriented lessons as part of module-based learning

Information sessions

Find out more about your dream job and GPB College as part of an information session or make an appointment for individual advice. More information on our website:

gpb-college.de

Training content (extract)

- German and English
- Economics
- Accounting
- Legal and social security studies
- Data processing
- 3-months internship

Contact details and travel directions

GPB College gGmbH Beuthstraße 8, 10117 Berlin

U-Bhf. Spittelmarkt (U2) Bus M48, 248, 265

Tel.: 030 390481-0 info@gpb-college.de www.gpb-college.de

www.facebook.de/gpb-college