



Registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, No. 101 of 1997. Registration no. 2001/HE07/003. Provisionally registered as a private college in terms of Section 31(3) of the CET Act and regulation 12(4)(b) to offer the Report 191/190 part- qualifications listed thereon until 31 December 2022. Registration number 2016/FE07/006. Accredited by Umalusi, Council for Quality Assurance in General and Further Education and Training. Accreditation no. 15FET02 00014

### CORPORATE MS OFFICE COURSES (CENTURION)

Course	Duration	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Price
<b>Excel</b> Level 1	1 DAY	28	21	18	10	21	20	19	21	19	18	15	10	1,850
<b>Excel</b> Level 2	1 DAY	29	22	19	11	22	21	22	22	20	21	18	11	1,850
<b>Excel</b> Level 3	1 DAY	30	25	20	12	23	24	23	23	25	22	19	12	1,850
<b>Word</b> Level 1	1 DAY	21	26	25	25	27	25	24	26	26	23	20	2	1,850
<b>Word</b> Level 2	1 DAY	22	27	26	26	28	26	25	27	27	24	21	3	1,850
<b>Word</b> Level 3	1 DAY	23	28	27	29	29	27	26	28	30	25	22	4	1,850
<b>PowerPoint</b> Level 1	1 DAY	24	21	28	29	30	27	29	29	10	28	25	5	1,850
<b>PowerPoint</b> Level 2	1 DAY	25	22	29	30	31	28	30	30	11	29	26	6	1,850
<b>Outlook</b> Level 1	1 DAY	28	4	6	3	9	13	30	14	12	30	27	9	1,850
<b>Outlook</b> Level 2	1 DAY	29	5	7	4	10	214	31	15	13	31	28	10	1,850
<b>PC Basics</b>	1 DAY	31	8	8	30	14	12	16	16	17	18	12	11	1,850

**Certification: Successful delegates will obtain a Certificate of Completion**

### CORPORATE SOFTSKILLS (CENTURION)

Course	Duration	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Price
<b>Achieving Excellence in Customer Service</b>	2 DAYS	21,22	15,18	19,20	11,12	22,23	21,24	22,23	14,15	19,20	21,22	18,19	11,12	3,700
<b>Anger Management</b>	1 DAY	29	22	19	11	22	21	22	22	20	21	18	11	1,850
<b>Basic Business Accounting</b>	2 DAYS	29,30	22,25	19,20	11,12	22,23	21,24	22,23	22,23	19,20	21,22	18,19	11,12	3,700
<b>Becoming Management Material</b>	2 DAYS	22,23	27,28	18,19	29,30	23,24	27,28	26,27	28,29	26,27	30,31	21,22	10,11	3,700
<b>Build Better Teams</b>	1 DAY	30	25	20	12	23	24	23	23	25	22	19	12	1,850

<b>Business Ethics</b>	2 DAYS	17,18	20,21	18,19	4,5	22,23 s	27,28	26,27	28,29	26,27	30,31	21,22	10,11	3,700
<b>Change Management</b>	1 DAY	22	27	26	26	28	26	25	27	27	24	21	3	1,850
<b>Communication Coordination &amp; Leadership</b>	1 DAY	22	27	26	26	28	26	25	27	27	24	21	3	1,850
<b>Communication Strategies</b>	2 DAYS	21,22	15,18	19,20	11,12	22,23	21,24	22,23	14,15	19,20	21,22	18,19	11,12	3,700
<b>Conflict Resolution</b>	1 DAY	21	26	25	25	27	25	24	26	26	23	20	2	1,850
<b>Contract Law for Non-contract Lawyers</b>	2 DAYS	23,24	27,28	27,28	29,30	23,24	27,28	26,27	28,29	26,27	30,31	21,22	10,11	3,700
<b>Critical Thinking Skills</b>	1 DAY	24	21	28	29	30	27	29	29	10	28	25	5	1,850
<b>Customer Care &amp; Telephone Skills</b>	1 DAY	23	28	27	29	29	27	26	28	30	25	22	4	1,850
<b>Delegate Effectively</b>	1 DAY	31	8	8	30	14	12	16	16	17	18	12	11	1,850
<b>Effective Work Culture &amp; People Development</b>	1 DAY	16	12	15	25	22	19	29	15	18	17	15	4	1,850
<b>Etiquette for Excellent Customer Service</b>	1 DAY	29	27	25	12	23	27	29	29	10	17	12	2	1,850
<b>Excellence in Customer Service</b>	1 DAY	28	21	18	10	21	20	19	21	19	18	15	10	1,850
<b>Finance for non-Finance Mangers</b>	2 DAYS	17,18	19,20	14,15	4, 5	21,22	11,12	30,31	21,22	10,11	21,22	12,13	3,4	3,700
<b>Golden Thread to Success – Leadership</b>	1 DAY	29	22	19	11	22	21	22	22	20	21	18	11	1,850
<b>HR for non-HR managers</b>	2 DAYS	24,25	26,27	12,13	29,30	14,15	18,19	18,19	7,8	19,20	22,23	20,21	10,11	3,700
<b>Leadership Skills for new managers</b>	2 DAYS	23,24	15,18	28,29	10,11	28,29	21,24	22,23	14,15	19,20	21,22	18,19	4,5	3,700
<b>Leadership Transformation</b>	1 DAY	25	22	29	30	31	28	30	30	11	29	26	6	1,850
<b>Managing Employee Performance</b>	1 DAY	28	4	6	3	9	13	30	14	12	30	27	9	1,850
<b>Motivating Your Workforce</b>	1 DAY	29	5	7	4	10	214	31	15	13	31	28	10	1,850

<b>Office Professional &amp; Management</b>	1 DAY	31	8	8	30	14	12	16	16	17	18	12	11	1,850
<b>Principal-base Leadership</b>	1 DAY	29	22	19	11	22	21	22	22	20	21	18	11	1,850
<b>Problem Solving &amp; Decision Making</b>	2 DAYS	29,30	18,19	28,29	25,26	22,23	21,24	22,23	22,23	19,20	21,22	18,19	11,12	3,700
<b>Project Management for Assistants</b>	2 DAYS	29,30	18,19	5,6	25,26	22,23	21,24	30,31	22,23	19,20	21,22	18,19	11,12	3,700
<b>Report &amp; Business Writing Skills</b>	2 DAYS	22,23	26,27	27,28	25,26	22,23	26,27	24,25	27,28	17,18	15,16	19,20	12,13	3,700
<b>Risk Management</b>	2 DAYS	28,29	18,19	28,29	25,26	22,23	21,24	22,23	22,23	19,20	21,22	18,19	11,12	3,700
<b>Sales Techniques</b>	1 DAY	31	8	8	30	14	12	16	16	17	18	12	11	1,850
<b>Self Esteem &amp; Assertiveness</b>	1 DAY	31	24	21	28	29	30	27	29	29	10	28	25	1,850
<b>Self-Mastery &amp; Emotional Intelligence</b>	1 DAY	31	25	22	29	30	31	28	30	30	11	29	26	1,850
<b>Stress Management</b>	1 DAY	22	27	26	26	28	26	25	27	27	24	21	3	1,850
<b>Supervisory Skills</b>	2 DAYS	30,31	18,19	28,29	25,26	22,23	21,24	22,23	22,23	19,20	21,22	18,19	11,12	3,700
<b>The Sales Process</b>	1 DAY	21	26	25	25	27	25	24	26	26	23	20	2	1,850
<b>Time Management</b>	1 DAY	23	28	27	29	29	27	26	28	30	25	22	4	1,850
<b>Working Together in a Multi-Cultural Environment</b>	2 DAYS	21,22	14,15	26,27	10,11	16,17	12,13	15,16	22,23	17,18	7,8	18,19	5,6	3,700
<b>Workplace Transformation</b>	1 DAY	24	31	8	5	30	14	12	16	16	17	18	12	1,850
<b>Workplace Transformation</b>	2 DAYS	29,30	22,25	19,20	11,12	22,23	21,24	22,23	22,23	19,20	21,22	18,19	11,12	3,700

### **Certification: Successful delegates will obtain a Certificate of Completion**

Upskill and train staff with innovative, creative training solutions that is cost-effective with measurable results. Engaged Learning. Customised to your needs. Experienced Specialists. High quality solutions. Our customised corporate training solutions are geared towards both private and public organisations that need to upskill and develop their employees according to sector- or industry-specific training needs. All our corporate training initiatives are developed and delivered by thought-leading experts and academics and offer real-time training that addresses pressing issues identified in developing and emerging markets. These courses can be presented at any suitable training venue around the country (or abroad) or even on-site at your own premises. For quotations on in-house training, email [lucinda@ca2000.co.za](mailto:lucinda@ca2000.co.za) or [info@calearning.co.za](mailto:info@calearning.co.za) for more information about our full offering of corporate training options.

Please note that a minimum of six delegates must be enrolled on an in-house course. Individuals can register if the course will be running with enough delegates.

### PART TIME ACCOUNTING (CENTURION)

Course	Duration	Start Dates	Cash	Terms	Reg	Deposit	Installments
Pastel <i>Pastel Certificate</i>	7 WEEKS	2 March 31 August	6,000	6,500	500	2,000	1,125x4
Bookkeeping <i>Short Programme</i>	10 WEEKS	2 March 31 August	6,000	6,500	500	2,000	1,125x4
Budgeting & Finance <i>Certificate of Completion</i>	2 DAYS	14,15 March 3,4 Sept	3,700	-	-	-	-

### PART TIME PROJECT MANAGEMENT (CENTURION)

Fundamentals of Project Management <i>Short Programme</i>	12 WEEKS	27 February 31 July	6,000	6,500	500	2,000	1,125x4
Advanced Project Management <i>Short Programme</i>	12 WEEKS	27 February 31 July	6,000	6,500	500	2,000	1,125x4
MS Project Level 1 & 2 <i>Certificate of Completion</i>	2 DAYS	18 & 19 Feb 8 & 15 June	3,700				
Project Management for Assistants <i>Certificate of Completion</i>	2 DAYS	5,6 March 30, 31 July	3,700				

### PART TIME BUSINESS MANAGEMENT PROGRAMMES (CENTURION)

Business Management	12 WEEKS	26 February 30 July	6,000	6,500	500	2,000	1,125x4
Human Resource Management	12 WEEKS	2 March 31 August	6,000	6,500	500	2,000	1,125x4
Administration Practice	12 WEEKS	30 March 31 August	6,000	6,500	500	2,000	1,125x4
Events Administration	12 WEEKS	30 March 31 August	6,000	6,500	500	2,000	1,125x4
Strategic Logistic Management	10 WEEKS	30 March 31 August	6,000	6,500	500	2,000	1,125x4
Production & Supervision	10 WEEKS	30 March 31 August	6,000	6,500	500	2,000	1,125x4
Sales & Marketing Management	10 WEEKS	30 March 31 August	6,000	6,500	500	2,000	1,125x4
Storekeeping & Stock Control	7 WEEKS	30 March 31 August	6,000	6,500	500	2,000	1,125x4

**Certification: Successful delegates will obtain a Short Programme Qualification**

## PART TIME COMPUTER COURSES (CENTURION)

Course	Duration	Start Dates	Cash	Terms	Reg	Deposit	Installments
PC Technologies (A+)	10 WEEKS	30 March 31 August	6,000	6,500	500	2,000	1,125x4
Network Technologies (N+)	10 WEEKS	30 March 31 August	6,000	6,500	500	2,000	1,125x4
Server+ (S+)	10 WEEKS	30 March 31 August	6,000	6,500	500	2,000	1,125x4
Web Design	4 WEEKS	30 March 31 August	4,500	4,800	500	1,500	825x1
Computer Skills	10 WEEKS	30 March 31 August	5,000	-	500	-	-
Fundamentals in MS Office	10 WEEKS	30 March 31 August	6,000	6,500	500	2,000	1,125x4

**Certification: Successful delegates will obtain a Short Programme Qualification**

Class Times:			
1 Day Workshops	08:30 – 16:00	Saturday Mornings	8:30 – 12:30
Monday & Wednesday	17:30 – 19:30	Tuesday & Thursday	17:30 – 19:30

### **Terms & Conditions**

Class times cannot be guaranteed and will be confirmed at learner orientation. Please ensure that you have received a course information sheet and understand all terms and conditions for Centurion Academy before registering on our programmes. All course material and agent fees are included in the pricing mentioned above, no material or examinations will be purchased if a full deposit is not paid or payments are in arrears. All applications subject to an ITC check before be granted the terms option. No cancellations will be accepted once the course has commenced. Registration fee is NON-REFUNDABLE. If cancellation takes place within one month after commencement of classes – full fees for the duration of the programme will be payable.

Centurion Academy is VAT exempt

Centurion Academy reserves the right to postpone or cancel any programme due to insufficient registered delegates

No registrations will be accepted without the accompanying documentation

<p>CA COURSE APPLICATIONS:</p> <p>Fully Completed and signed Registration form</p> <p>EFT Payments can be made into:</p> <p>Centurion Academy - CENTURION CAMPUS</p> <p>ABSA</p> <p>Branch Number - 632 005</p> <p>Account number - 405 1105 275</p> <p>REF: Initial Surname and Course</p>	<p><b>Pretoria Centurion Campus</b></p> <p>1023 Bank Avenue</p> <p><a href="http://www.calearning.co.za">www.calearning.co.za</a> <a href="http://www.ca.ac.za">www.ca.ac.za</a></p> <p>E-mail: <a href="mailto:lucinda@ca2000.co.za">lucinda@ca2000.co.za</a></p> <p>Lucinda 082 499 4973 Office (012) 663-6333</p> <div style="display: flex; justify-content: center; gap: 10px;">    </div>
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Provisionally registered as a private college in terms of Section 31(3) of the CET Act and regulation 12(4)(b) to offer the Report 191/190 part- qualifications listed thereon until 31 December 2022.

Registration no: 2016/FE07/006. \* Accredited by Umalusi, Council for Quality