



CORPORATE - MS OFFICE COURSES (CENTURION)

Course	Duration	Jun	July	Aug	Sep	Oct	Nov	Dec	Price
Dashboard for Excel	2 DAYS	18,19	16,17	20,21	17,18	16,17	19,20	4,5	4,500
Advanced Excel Pivot Tables	1 DAY	20	18	22	19	18	21	6	2,500
Excel Level 1	1 DAY	20	19	5 21	19	18	4 15	10	1,850
Excel Level 2	1 DAY	21	22	22	20	21	18	11	1,850
Excel Level 3	1 DAY	24	23	23	25	22	19	12	1,850
Word Level 1	1 DAY	25	24	26	26	23	20	2	1,850
Word Level 2	1 DAY	26	25	27	27	24	21	3	1,850
Word Level 3	1 DAY	27	26	28	30	25	22	4	1,850
PowerPoint Level 1	1 DAY	27	29	29	10	28	25	5	1,850
PowerPoint Level 2	1 DAY	28	30	30	11	29	26	6	1,850
Outlook Level 1	1 DAY	13	30	14	12	30	27	9	1,850
Outlook Level 2	1 DAY	21	31	15	13	31	28	10	1,850
MS Project Level 1&2	2 DAYS	8,15				8,9			3,700
PC Fundamentals	1 DAY	12	16	16	17	18	12	11	1,850

Certification: Successful delegates will obtain a Certificate of Completion

CORPORATE SOFTSKILLS (CENTURION)

Course	Duration	Jun	July	Aug	Sept	Oct	Nov	Dec	Price
Arriving at the future prepared	3 DAYS GROUP BOOKINGS		17-19		18-20		20-22		12,500
Business Ethics	2 DAYS	20,21	22,23	22,23	19,20	21,22	18,19	4,5	3,700
Change Management	2 DAYS	24,25	23,24	26,27	19,20	24,25	19,29	12,13	3,700
Communication Strategies	2 DAYS	25,26	29,30	28,29	26,27	30,31	21,22	10,11	3,700
Conflict Resolution	2 DAYS	24,25	23,24	29,30	19,20	23,24	27,28	5,6	3,700
Critical Thinking Skills	2 DAYS	27,28	18,19	22,23	18,19	17,18	28,29	3,4	3,700
Risk Management	2 DAYS	21,24	22,23	22,23	26,27	30,31	26,27	11,12	3,700
Achieving Excellence in Customer Service	2 DAYS	21,24	22,23	14,15	19,20	21,22	18,19	11,12	3,700
Anger Management	1 DAY	21	22	22	20	21	18	11	1,850
Basic Business Accounting	2 DAYS	21,24	22,23	22,23	19,20	21,22	18,19	11,12	3,700

Becoming Management Material	2 DAYS	27,28	26,27	28,29	26,27	30,31	21,22	10,11	3,700
Build Better Teams	1 DAY	24	23	23	25	22	19	12	1,850
Communication Coordination & Leadership	1 DAY	26	25	27	27	24	21	3	1,850
Contract Law for Non-contract Lawyers	2 DAYS	27,28	26,27	28,29	26,27	30,31	21,22	10,11	3,700
Customer Care & Telephone Skills	1 DAY	27	26	28	30	25	22	4	1,850
Delegate Effectively	1 DAY	12	16	16	17	18	12	11	1,850
Effective Work Culture & People Development	1 DAY	19	29	15	18	17	15	4	1,850
Excellence in Customer Service	1 DAY	20	19	21	19	18	15	10	1,850
Finance for non-Finance Mangers	2 DAYS	11,12	30,31	21,22	10,11	21,22	12,13	3,4	3,700
Golden Thread to Success – Leadership	1 DAY	21	22	22	20	21	18	11	1,850
HR for non-HR managers	2 DAYS	18,19	18,19	7,8	19,20	22,23	20,21	10,11	3,700
Leadership Skills for new managers	2 DAYS	21,24	22,23	14,15	19,20	21,22	18,19	4,5	3,700
Leadership Transformation	1 DAY	28	30	30	11	29	26	6	1,850
Managing Employee Performance	1 DAY	13	30	14	12	30	27	9	1,850
Motivating Your Workforce	1 DAY	214	31	15	13	31	28	10	1,850
Office Professional & Management	1 DAY	12	16	16	17	18	12	11	1,850
Principal-base Leadership	1 DAY	21	22	22	20	21	18	11	1,850
Problem Solving Decision Making	2 DAYS	21,24	22,23	22,23	19,20	21,22	18,19	11,12	3,700
Project Management for Assistants	2 DAYS	21,24	30,31	22,23	19,20	21,22	18,19	11,12	3,700
Report & Business Writing Skills	2 DAYS	26,27	24,25	27,28	17,18	15,16	19,20	12,13	3,700
Sales Techniques	1 DAY	12	16	16	17	18	12	11	1,850
Self Esteem & Assertiveness	1 DAY	30	27	29	29	10	28	25	1,850
Self-Mastery & Emotional Intelligence	1 DAY	31	28	30	30	11	29	26	1,850
Stress Management	1 DAY	26	25	27	27	24	21	3	1,850
Supervisory Skills	2 DAYS	21,24	22,23	22,23	19,20	21,22	18,19	11,12	3,700
The Sales Process	1 DAY	25	24	26	26	23	20	2	1,850
Time Management	1 DAY	27	26	28	30	25	22	4	1,850
Working Together in a Multi-Cultural Environment	2 DAYS	12,13	15,16	22,23	17,18	7,8	18,19	5,6	3,700
Workplace Transformation	1 DAY	14	12	16	16	17	18	12	1,850

Certification: Successful delegates will obtain a Certificate of Completion

PART TIME ACCOUNTING (CENTURION)

Course	Duration	Start Dates	Cash	Terms	Reg	Deposit	Installments
Pastel <i>Pastel Certificate</i>	7 weeks	31 August	9,500	10,000	500	2500	3881.75x2
Bookkeeping <i>Short Programme</i>	10 weeks	29 June	6,000	6,500	500	2,000	1,125x4

PART TIME PROGRAMMES (CENTURION)

Fundamentals of Project Management	10 weeks	3 August	6,000	6,500	500	2,000	1,125x4
Advanced Project Management	10 weeks	31 July	6,000	6,500	500	2,000	1,125x4
Business Management	10 WEEKS	30 July	6,000	6,500	500	2,000	1,125x4
Human Resource Management	10 weeks	29 June	6,000	6,500	500	2,000	1,125x4
Office Administration	10 weeks	29 June	6,000	6,500	500	2,000	1,125x4
Introduction to Photography	8 weeks	3 Aug	3 500	4 000	500	1 500	1 000 x 2
Events Administration	10 weeks	29 June	6,000	6,500	500	2,000	1,125x4
Strategic Logistic Management	10 weeks	29 June	6,000	6,500	500	2,000	1,125x4
Production & Supervision	10 weeks	27 July	6,000	6,500	500	2,000	1,125x4
Sales & Marketing Management	10 weeks	29 June	6,000	6,500	500	2,000	1,125x4
Storekeeping & Stock Control	7 weeks	27 July	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	29 June	6,000	6,500	500	2,000	1,125x4
Network Technologies (N+)	10 weeks	29 June	6,000	6,500	500	2,000	1,125x4
Server+ (S+)	10 weeks	29 June	6,000	6,500	500	2,000	1,125x4
Web Design	4 weeks	27 July	4,500	4,800	500	1,500	825x1
Fundamentals in MS Office	10 weeks	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 – 15:30	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 EFT Payments can be made into: Centurion Academy - CENTURION CAMPUS ABSA Branch Number - 632 005 Account number - 405 1105 275 REF: Initial Surname and Course</p>	<p>Pretoria Centurion Campus 1023 Bank Avenue www.calearning.co.za www.ca.ac.za E-mail: lucinda@ca2000.co.za Lucinda 082 499 4973 Office (012) 663-6333</p> 
---	---

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