

## COMMUNICATION & ADMINISTRATION COURSES

COURSE	Duration	Jun	Jul	Aug	Sep	Oct	Nov	Price Onsite	Price 4 or 5* Conferencing
<b>Administration Practice</b> <i>Credit Bearing</i>	3 days	4-6	9-11	29-31	26-28	24-26	28-30	R6500	R7500
<b>Business Management</b> at Centurion Academy <i>Credit Bearing</i>	10 weeks	28			4			R6500	

## SOFT SKILLS COURSES

<b>Frontline &amp; Telephone Skills</b> <i>Certificate of Completion</i>	1 day	13	18	15	12	17	14	R1650	R2150
<b>Time Management Skills</b> <i>Certificate of Completion</i>	1 day	12	17	14	11	16	13	R1650	R2150
<b>Communication Strategies</b> <i>Certificate of Completion</i>	1 day	14	12	16	13	11	8	R1650	R2150
<b>Becoming Management Material</b> <i>Certificate of Completion</i>	1 day	14	12	16	13	11	8	R1650	R2150

<b>Supervisory Skills</b>	1 day	15	13	17	14	12	16	R1650	R2150
<i>Certificate of Completion</i>									

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 Certificate no. 2001/HE07/003  
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.  
Examination Centre 0899992837. (Edms) Bpk / (Pty) Ltd Reg. No.: 1999/024870/07