

WORKSHOP - FEES SCHEDULE

Qualification	Duration	Start Date	Cash Price
Basis Business Accounting Workshop	1 Day	14 Aug	R 3 500.00
Change Management Workshop	1 Day	10 Aug	R 3 500.00
Contract Law for Non-Lawyers Workshop	1 Day	12 Sept	R 3 500.00
Project Management Workshop	1 Day	20 Sept	R 3 500.00
Office Professional and Communication Workshop	1 Day	20 Sept	R 3 500.00
Manage your Digital Presence Workshop	1 Day	31 Aug	R 3 500.00
Leadership Transformation Workshop	1 Day	27 July	R 3 500.00

FULL TIME 2018 - FEES SCHEDULE

Qualification	Cash Price	Terms Price	Deposit	Instalments
Higher Certificate in Administration (Business) NQF L5 - 1 Year Full Time/Part Time Site of delivery: 1023 Bank Avenue, Centurion	(Registration Fee R2 350.00) R 24 000.00	R 25 000.00	R 5 000.00	R 2 364.97 x 9

Registration Fee: R 500 per annum

CENTURION ACADEMY CREDIT/NON BEARING PROGRAMMES

Programme	Duration	Start Date	Cash Price	Terms Price	Deposit	Instalments
ACCOUNTING						
Sage Pastel Accounting Intermediate Pastel Certificate	7 weeks	1 Sept (S)	R 6000	R 6 500	R 2 000	R 1 571 x 3
Basic Business Accounting	1 Day	14 Aug	R 3 500			

Programme	Duration	Start Date	Cash Price	Terms Price	Deposit	Instalments
PROJECT MANAGEMENT						
Project Management Workshop <i>Certificate of Completion</i>	1 Day	20 Sept	R 3 500			
Advanced Project Leadership Management <i>Short Programme</i>	10 weeks	6 Sept (TT)	R 6 700	R 7 200	R 2 500	R 1 245 x 4
Project Management for Assistants <i>Certificate of Completion</i>	2 days	25 & 26 July 29 & 30 Aug	R 3 900			
MS Project (Level 1 & 2) <i>Certificate of Completion</i>	2 days	30 & 31 July 28 & 29 Aug 18	R 3 900			

Programme	Duration	Start Date	Cash Price	Terms Price	Deposit	Instalments
OPERATIONS MANAGEMENT						
Strategic Logistics Management <i>Short Programme</i>	10 weeks	29 Sept (S)	R 6 000	R 6 500	R 2 000	R 964 x 5
Production & Supervision <i>Short Programme</i>	10 weeks	29 Sept (S)	R 6 000	R 6 500	R 2 000	R 964 x 5
Storekeeping & Stock Control <i>Short Programme</i>	6 weeks	29 Sept (S)	R 5 000	R 5 300	R 1 500	R 1 007 x 4
Sales & Marketing Management <i>Short Programme</i>	6 weeks	29 Sept (S)	R 5 000	R 5 300	R 1 500	R 1 007 x 4

Programme	Duration	Start Date	Cash Price	Terms Price	Deposit	Instalments
CENTURION ACADEMY CREDIT BEARING PROGRAMMES						
MANAGEMENT						
Business Management <i>Credit Bearing</i>	10 weeks	4 Sept (TW)	R 6 000	R 6 500	R 2 000	R 964 x 5
Human Resource Management <i>Credit Bearing</i>	10 weeks	4 Sept (TW)	R 6 000	R 6 500	R 2 000	R 964 x 5
Events Administration <i>Credit Bearing</i>	10 weeks	16 July	R 6 000	R 6 500	R 2 000	R 964 x 5
Administration Practice <i>Credit Bearing</i>	10 weeks	29 Sept (S)	R 6 000	R 6 500	R 2 000	R 964 x 5

Programme	Duration	Start Date	Cash Price	Terms Price	Deposit	Instalments
INFORMATION & TECHNOLOGY						
PC Fundamentals <i>Certificate of Completion</i>	1 day FT	17 July (T) 13 Aug (M)	R 1 650	N/A	N/A	N/A
Computer Skills – Level 1 <i>Certificate of Completion</i>	3 days FT	24, 25, 26 July 28, 29, 30 Aug	R 4 950	N/A	N/A	N/A

Fundamentals of MS Office 2016 MS Word 2013 – Level 1 MS Excel 2013 – Level 1 MS Outlook 2013– Level 1 MS PowerPoint 2013 – Level 1 Short Programme	12 weeks	29 Sept (S)	R 6 000	R 6 500	R 2 000	R 1 192 x 4
PC Support Technician (A+) Short Programme	10 weeks	3 Sept (MW)	R 6 000	R 6 500	R 2 000	R 1 192 x 4
PC Network Technician (N+) Short Programme	10 weeks	4 Sept (TT)	R 6 000	R 6 500	R 2 000	R 1 192 x 4
Server Technologies (S+) Short Programme	10 weeks	29 Sept (S)	R 6 000	R 6 500	R 2 000	R 1 192 x 4
Web Design – HTML Short Programme	4 weeks	25 Aug (S)	R 4 500	R 4 800	R 1 500	R 1 152 x 3
Programming – Python Short Programme	10 weeks	29 Sept (S)	R 6 000	R 6 500	R 2 000	R 1 192 x 4

COMPUTER CORPORATE TRAINING

MS Excel Level 1	1 day	31 July 28 Aug	R 1 650	MS PowerPoint 1	1 day	23 July	R 1 650
MS Excel Level 2	1 day	7 Aug	R 1 650	MS PowerPoint 2	1 day	26 July	R 1 650
MS Excel Level 3	1 day	8 Aug	R 1 650				
MS Word Level 1	1 day	17 July	R 1 650	MS Outlook 1	1 day	20 July	R 1 650
MS Word Level 2	1 day	20 July	R 1 650	MS Outlook 2	1 day	25 July	R 1 650
MS Word Level 3	1 day	27 July	R 1 650				

Programme	Duration	Start Date	Cash Price	Programme	Duration	Start Date	Cash Price
SOFTSKILLS CORPORATE TRAINING							
HR for non HR Managers	2 days	19, 20 July	R 3 300	Business Writing Skills	1 day	20 July	R 1 650
Finance for non-Finance Managers	2 days	18, 19 July	R 3 300	Top Performer Workshop	1 day	27 July	R 1 650
Workplace Transformation	1 day	20 July	R 1 650	Report Writing	1 day	20 Aug	R 1 650
Sales Techniques	1 day	27 July	R 1 650	Communication Strategies	1 day	28 Aug	R 1 650
Customer Service Telephone Skills	1 day	20 July	R 1 650	Supervisory Skills	1 day	24 July	R 1 650
Minute Takers Workshop	1 day	25 July	R 1 650	Self Esteem & Assertiveness	1 day	15 Aug	R 1 650
Change Management	1 day	23 July	R 1 650	Anger Management	1 day	26 July 23 Aug	R 1 650
Becoming Management Material	1 day	16 July	R 1 650	WE OFFER: Customised solutions for corporates We do onsite, mobile and group bookings			

Class Times:			
Monday & Wednesday	17:30 – 19:30	Saturday Mornings	8:30 – 12:30
Tuesday & Thursday	17:30 – 19:30	Day Classes	9:00 – 16:00

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 cancelation 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 learner numbers
- No registrations will be accepted without the following accompanying documentation:

CA Programme Applications

- Fully Completed and signed Registration form
- 1 x Certified colour copies of your ID
- 1 x Certified colour copy of your sponsor or parent's ID
- 1 x Certified copy of your Gr 12 Certificate or Gr 10/11 results
- **EFT Payments can be made into:**

CAMPUS - CENTURION

ABSA

Branch Number - 632 005

Centurion Academy

Account number - 405 1105 275

REF: Initial Surname and course

www.clearning.co.za www.ca.ac.za

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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