

## WORKSHOP - FEES SCHEDULE

Qualification	Duration	Start Date	Cash Price
<b>Contract Law for Non-Lawyers Workshop</b> <i>Venue: 4 – 5 * Conference Venues/Hotels</i>	2 Days	30, 31 Oct	R 5 000.00
<b>Change Management Workshop</b> <i>Venue: 4 – 5 * Conference Venues/Hotels</i>	1 Day	31 Oct	R 2 500.00
<b>Basis Business Accounting Workshop</b> <i>Venue: 4 – 5 * Conference Venues/Hotels</i>	1 Day	19 Oct	R 2 500.00
<b>Project Management Workshop</b> <i>Venue: 4 – 5 * Conference Venues/Hotels</i>	1 Day	25 Oct	R 2 500.00
<b>Office Professional and Communication</b> <i>Venue: 4 – 5 * Conference Venues/Hotels</i>	1 Day	30 Oct	R 2 500.00
<b>Time Management Workshop</b> <i>Venue: 4 – 5 * Conference Venues/Hotels</i>	1 Day	23 Oct	R 2 500.00
<b>Leadership Transformation Workshop</b> <i>Venue: 4 – 5 * Conference Venues/Hotels</i>	1 Day	31 Oct	R 2 500.00

*The above workshops will run with a minimum of six delegates.*

## FULL TIME 2018 - FEES SCHEDULE

Qualification	Cash Price	Terms Price	Deposit	Instalments
<b>Higher Certificate in Administration</b> (Business) NQF L5 - 1 Year Full Time/Part Time Site of delivery: 1023 Bank Avenue, Centurion	R 25 500.00 (Course Fee) R 2 500.00 (Admin Fee) R 2 350.00 (Textbooks)	R 25 500.00	R 5 000.00	R 2 551.68 x 9

**Registration Fee: R 500 per annum**

## CENTURION ACADEMY CREDIT/NON BEARING PROGRAMMES

Programme	Duration	Start Date	Cash Price	Terms Price	Deposit	Instalments
<b>ACCOUNTING</b>						
Sage Pastel Accounting Intermediate <b>Pastel Certificate</b>	7 weeks	27 Oct (S)	R 6000	R 6 500	R 2 000	R 1 571 x 3
Basic Business Accounting <b>Certificate of Completion</b>	1 Day	19 Oct (F)	R 2 500			

Programme	Duration	Start Date	Cash Price	Terms Price	Deposit	Instalments
<b>PROJECT MANAGEMENT</b>						
Project Management Workshop <i>Certificate of Completion</i>	1 day	25 Oct (TT)	R 2 500			
Advanced Project Leadership Management <i>Short Programme</i>	10 weeks	30 Oct (TT)	R 6 700	R 7 200	R 2 500	R 1 245 x 4
Project Management <i>Short Programme</i>	6 days	5 Nov – 12 Nov	R 6 500			
Project Management for Assistants <i>Certificate of Completion</i>	2 days	25, 26 Oct	R 3 900			
MS Project (Level 1 & 2) <i>Certificate of Completion</i>	2 days	18, 19 Oct	R 3 900			

Programme	Duration	Start Date	Cash Price	Terms Price	Deposit	Instalments
<b>OPERATIONS MANAGEMENT</b>						
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>	10 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>	10 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
<b>CENTURION ACADEMY CREDIT BEARING PROGRAMMES</b>						
<b>MANAGEMENT</b>						
Business Management <i>Short Programme</i>	6 days	15 – 22 Oct	R 6 500			
Human Resource Management <i>Short Programme</i>	6 days	22 – 29 Oct	R 6 500			
Administration Practice <i>Short Programme</i>	6 days	5 – 12 Nov	R 6 500			

Programme	Duration	Start Date	Cash Price	Terms Price	Deposit	Instalments
<b>INFORMATION &amp; TECHNOLOGY</b>						
PC Fundamentals <i>Certificate of Completion</i>	1 day FT	17 Oct (W) 12 Nov (M)	R 1 650	N/A	N/A	N/A
Computer Skills – Level 1 <i>Certificate of Completion</i>	3 days FT	23,24, 25 Oct	R 4 950	N/A	N/A	N/A

<b>Fundamentals of MS Office v.16</b> MS Word – Level 1 MS Excel – Level 1 MS Outlook – Level 1 MS PowerPoint – Level 1 <b>Short Programme</b>	12 weeks	27 Oct (S)	R 6 000	R 6 500	R 2 000	R 1 192 x 4
<b>PC Support Technician (A+)</b> <b>Short Programme</b>	10 weeks	27 Oct (S)	R 6 000	R 6 500	R 2 000	R 1 192 x 4
<b>PC Network Technician (N+)</b> <b>Short Programme</b>	10 weeks	27 Oct (S)	R 6 000	R 6 500	R 2 000	R 1 192 x 4
<b>Server Technologies (S+)</b> <b>Short Programme</b>	10 weeks	27 Oct (S)	R 6 000	R 6 500	R 2 000	R 1 192 x 4

## COMPUTER CORPORATE TRAINING

MS Excel Level 1	1 day	24 Oct	R 1 650	MS PowerPoint 1	1 day	17 Oct	R 1 650
MS Excel Level 2	1 day	26 Oct	R 1 650	MS PowerPoint 2	1 day	18 Oct	R 1 650
MS Excel Level 3	1 day	31 Oct	R 1 650				
MS Word Level 1	1 day	3 Oct	R 1 650	MS Outlook 1	1 day	17 Oct	R 1 650
MS Word Level 2	1 day	5 Oct	R 1 650	MS Outlook 2	1 day	12 Oct	R 1 650
MS Word Level 3	1 day	24 Oct	R 1 650				

Programme	Duration	Start Date	Cash Price	Programme	Duration	Start Date	Cash Price
<b>SOFTSKILLS CORPORATE TRAINING</b>							
<b>HR for non HR Managers</b>	2 days	13, 14 Oct	R 3 300	<b>Business Writing Skills</b>	1 day	9 Oct	R 1 650
<b>Finance for non-Finance Managers</b>	2 days	11, 12 Oct	R 3 300	<b>Building Better Teams</b>	1 day	31 Oct 7 Dec	R 1 650
<b>Workplace Transformation</b>	2 days	1,2 Nov	R 3 300	<b>Report Writing, Proposals and Presentations</b>	2 days	16 Oct	R 3 300
<b>Sales Techniques</b>	1 day	18 Oct	R 1 650	<b>Communication Strategies</b>	1 day	19 Oct	R 1 650
<b>Frontline Telephone Skills</b>	1 day	19 Oct	R 1 650	<b>Supervisory Skills</b>	1 day	2 Nov	R 1 650
<b>Minute Takers Workshop</b>	1 day	17 Oct	R 1 650	<b>Self Esteem &amp; Assertiveness</b>	1 day	2 Nov	R 1 650
<b>Time Management</b>	1 day	23 Oct	R 1 650	<b>Anger Management</b>	1 day	17 Oct	R 1 650
<b>Becoming Management Material</b>	1 day	31 Oct	R 1 650	<b><i>WE OFFER:</i></b> <b><i>Customised solutions for corporates</i></b> <b><i>We do onsite, mobile and group bookings</i></b>			

<b>Class Times:</b>			
1 Day Workshops	08:30 – 16:00		
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
- **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.calearning.co.za](http://www.calearning.co.za) [www.ca.ac.za](http://www.ca.ac.za)

Lucinda 082 499 4973 Office (012) 663-6333



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