

## FULL TIME 2018 FEES SCHEDULE

### CENTURION ACADEMY PRETORIA CREDIT BEARING PROGRAMMES

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	(Registration Fee R2 350.00) R 24 000.00	R 25 000.00	R 5 000.00	R 2 364.97 x 9
<b>Facilitation</b> (Unit Standard: 117871) ( <i>accredited by CA Witbank</i> )	5 Days Full Time Group Bookings			
<b>Power Assessor</b> (Unit Standard: 115753) ( <i>accredited by CA Witbank</i> )	5 Days Full Time Group Bookings			

**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	7 July (S)	R 6000.00	R 6 500.00	R 2 000.00	R 1 571.00 x 3
Basic Business Accounting <b>Short Programme</b>	8 weeks	26 May (S) 28 July (S)	R 5 000.00	R 5 650.00	R 1 000.00	R 1 550.00 x 3

Programme	Duration	Start Date	Cash Price	Terms Price	Deposit	Instalments
<b>PROJECT MANAGEMENT</b>						
Fundamentals of Project Management <b>Credit Bearing</b>	10 weeks	6 June (MW)	R 6000.00	R 6 500.00	R 2 000.00	R 1 571.00 x 3
Advanced Project Leadership Management <b>Short Programme</b>	10 weeks	26 June (TT)	R 6 700.00	R 7 200.00	R 2 500.00	R 1 245.00 x 4
Project Management for Assistants <b>Certificate of Completion</b>	2 days	23 & 24 May 21 & 22 June	R 3 900.00			
MS Project (Level 1 & 2) <b>Certificate of Completion</b>	2 days	21 & 22 May 25 & 26 June	R 3 900.00			

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<b>OPERATIONS MANAGEMENT</b>						
Strategic Logistics Management <i>Short Programme</i>	10 weeks	29 May (TT)	R 6000.00	R 6 500.00	R 2 000.00	R 964.00 x 5
Production & Supervision <i>Short Programme</i>	10 weeks	26 May (S)	R 6000.00	R 6 500.00	R 2 000.00	R 964.00 x 5
Storekeeping & Stock Control <i>Short Programme</i>	6 weeks	26 May (S)	R 5000.00	R 5 300.00	R 1 500.00	R 1007.00 x 4
Sales & Marketing Management <i>Short Programme</i>	6 weeks	26 May (S)	R 5000.00	R 5 300.00	R 1 500.00	R 1007.00 x 4

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<b>CENTURION ACADEMY CREDIT BEARING PROGRAMMES</b>						
<b>MANAGEMENT</b>						
Business Management <i>Credit Bearing</i>	10 weeks	31 May (TT)	R 6000.00	R 6 500.00	R 2 000.00	R 964.00 x 5
Human Resource Management <i>Credit Bearing</i>	10 weeks	29 May (TT)	R 6000.00	R 6 500.00	R 2 000.00	R 964.00 x 5
Events Administration <i>Credit Bearing</i>	10 weeks	30 June (S)	R 6 000.00	R 6 500.00	R 2 000.00	R 964.00 x 5
Administration Practice <i>Credit Bearing</i>	10 weeks	30 June (S)	R 6 000.00	R 6 500.00	R 2 000.00	R 964.00 x 5

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<b>INFORMATION &amp; TECHNOLOGY</b>						
PC Fundamentals <i>Certificate of Completion</i>	1 day FT	18 May (F) 20 June (W)	R 1 650.00	N/A	N/A	N/A
Computer Skills – Level 1 <i>Certificate of Completion</i>	3 days FT	28,29, 30 May 13, 14 15 June	R 4 950.00	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 <i>Short Programme</i>	12 weeks	30 June (S)  4 Aug (S)	R 6 000.00	R 6 500.00	R 2 000.00	R 1 192.00 x 4
PC Support Technician (A+) <i>Short Programme</i>	10 weeks	28 May (MW)	R 6 000.00	R 6 500.00	R 2 000.00	R 1 192.00 x 4
PC Network Technician (N+) <i>Short Programme</i>	10 weeks	29 May (TT)	R 6 000.00	R 6 500.00	R 2 000.00	R 1 192.00 x 4
Server Technologies (S+) <i>Short Programme</i>	10 weeks	26 May (S)	R 6 000.00	R 6 500.00	R 2 000.00	R 1 192.00 x 4
Web Design – HTML <i>Short Programme</i>	4 weeks	2 June (S)	R 4 500.00	R 4 800.00	R 1 500.00	R 1 152.00 x 3
Programming – Python <i>Short Programme</i>	10 weeks	2 June (S)	R 6 000.00	R 6 500.00	R 2 000.00	R 1 192.00 x 4

Programme	Duration	Start Date	Cash Price	Programme	Duration	Start Date	Cash Price
<b>COMPUTER CORPORATE TRAINING</b>							
MS Excel Level 1	1 day	21 May 11 June	R 1 650.00	MS PowerPoint 1	1 day	29 May 25 June	R 1 650
MS Excel Level 2	1 day	28 May 12 June		MS PowerPoint 2	1 day	30 May 27 June	
MS Excel Level 3	1 day	29 May 13 June					
MS Word Level 1	1 day	22 May 19 June	R 1 650.00	MS Outlook 1	1 day	24 May 21 June	R 1 650
MS Word Level 2	1 day	23 May 22 June		MS Outlook 2	1 day	30 May 27 June	
MS Word Level 3	1 day	30 May 28 June					

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	23,24 May 21,22 June	R 3 300.00	<b>Business Writing Skills</b>	1 day	22 May 19 June	R 1 650.00
<b>Finance for non-Finance Managers</b>	2 days	23,24 May 20,21 June	R 3 300.00	<b>Public Speaking</b>	1 day	14 May 1 June	R 1 650.00
<b>Workplace Transformation</b>	1 day	31 May 29 June	R 1 650.00	<b>Report Writing</b>	1 day	25 May 15 June	R 1 650.00
<b>Sales Techniques</b>	1 day	25 May 29 June	R 1 650.00	<b>Communication Strategies</b>	1 day	24 May 13 June	R 1 650.00
<b>Customer Service &amp; Telephone Skills</b>	1 day	31 May 22 June	R 1 650.00	<b>Supervisory Skills</b>	1 day	23 May 26 June	R 1 650.00
<b>Minute Takers Workshop</b>	1 day	28 May 27 June	R 1 650.00	<b>Self Esteem &amp; Assertiveness</b>	1 day	31 May 15 June	R 1 650.00
<b>Change Management</b>	1 day	29 May 25 June	R 1 650.00	<b>Anger Management</b>	1 day	4 June 26 July	R 1 650.00
<b>Becoming Management Material</b>	1 day	29 May 18 June	R 1 650.00	<b>WE OFFER:</b> Customised solutions for corporates We do onsite, mobile and group bookings			

<b>Class Times:</b>			
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 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 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.calearning.co.za](http://www.calearning.co.za) [www.ca.ac.za](http://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**