



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

PART TIME BUSINESS COURSES

COURSE	NOV	DEC	JAN	FEB	MAR	Cash	Terms	Reg	Deposit	Installments
Pastel <i>Pastel Certificate</i>		3-10 6 days		2 7 weeks		6 000	6 500	500	2 000	1 000 x 4
Bookkeeping <i>Short Programme</i>		3-10 6 days			2 10 weeks	6 000	6 500	500	2 000	1 000 x 4
Project Management <i>Short Programme</i>		3-10 6 days		27 12 weeks		6 000	6 500	500	2 000	1 000 x 4
Project Management <i>Credit Bearing</i>				27 12 weeks		7 500	8 000	500	2 000	1 375 x 4
Adv. Project Management <i>Short Programme</i>		3-10 6 days		26 10 weeks		7 000	7 500	500	2 000	1 250 x 4
Business Management <i>Credit Bearing</i>				26 12 weeks		7 500	8 000	500	2 000	1 375 x 4
Business Management <i>Short Programme</i>		3-10 6 days		26 12 weeks		6 000	6 500	500	2 000	1 000 x 4
Human Resources <i>Short Programme</i>		3-10 6 days			2 12 weeks	6 000	6 500	500	2 000	1 000 x 4
Administration Practice <i>Short Programme</i>		3-7 5 days			2 12 weeks	6 000	6 500	500	2 000	1 000 x 4
Administration Practice <i>Credit Bearing</i>					2 12 weeks	7 500	8 000	500	2 000	1 375 x 4
Events Administration <i>Short Programme</i>					2 12 weeks	6 000	6 500	500	2 000	1 000 x 4
Events Administration <i>Credit Bearing</i>					2 12 weeks	7 500	8 000	500	2 000	1 375 x 4
Strategic Logistic Management <i>Short Programme</i>		3-7 5 days	26 10 weeks			6 000	6 500	500	2 000	1 000 x 4
Production & Supervision <i>Short Programme</i>		3-7 5 days		28 10 weeks		6 000	6 500	500	2 000	1 000 x 4

Sales Marketing Management <i>Short Programme</i>		3-7 <i>5 days</i>	26 <i>10 weeks</i>			6 000	6 500	500	2 000	1 000 x 4
Storekeeping Stock Control <i>Short Programme</i>		3-7 <i>5 days</i>		28 <i>10 weeks</i>		6 000	6 500	500	2 000	1 000 x 4

PART TIME COMPUTER COURSES

COURSE	NOV	DEC	JAN	FEB	MAR	Cash	Terms	Reg	Deposit	Installments
PC Technologies A+ <i>Short Programme</i>				28 <i>10 weeks</i>		6 000	6 500	500	2 000	1 000 x 4
Network Technologies N+ <i>Short Programme</i>					5 <i>10 weeks</i>	6 000	6 500	500	2 000	1 000 x 4
Server + <i>Short Programme</i>				26 <i>10 weeks</i>		6 000	6 500	500	2 000	1 000 x 4
Web Design <i>Short Programme</i>					2 <i>4 weeks</i>	5 000	5 500	500	2 500	2 500 x 1
Computer Skills <i>Certificate of Completion</i>	21-23	5-7	29-31	20-22	26-28	4 950	-	-	-	-

FULL / PART TIME COURSE

COURSE	OCT	NOV	DEC	JAN	FEB	Programme Fee	Terms	Reg	Admin Fee	Installments
Higher Certificate Administration <i>NQF Level 5</i>				28		25 500	27 965	5 000	2 350	2 551 x 9

TAKE NOTE:

1. The Higher Certificate Administration NQF Level 5 course will be offered on a full time or a part time basis.
2. All students are required to complete a computer competency test (R500). Should the student not pass with 70%, they must complete a computer literacy course (R3000).

ADMISSION REQUIREMENTS FOR FULL TIME COURSES

National Senior Certificate (Gr 12) or equivalent qualification with admission to Higher Certificate studies
or a

National Certificate (Vocational) with the minimum requirements for entrance to Higher Certificate studies, as specified by Umalusi. A person aged 23 or older with work experience will also qualify for admission.

CURRICULUM:

Core Subjects

Business Communication
Business Planning
Information Systems

Elective Subjects (Choose any 3)

Administration Practice
Business Management
Event Administration
Human Resources
Project Management
Principles of Client Services

CORPORATE COMPUTER TRAINING

Course	Nov	Dec	Jan	Feb	Mar	Apr	Price
Excel L1	23	3	17	21	25	24	1 650
Excel L2	28	5	18	22	27	26	1 650
Excel L3	30	7	21	25	29	29	1 650
Word L1	19	3	15	25	18	25	1 650
Word L2	21	4	16	27	19	26	1 650
Word L3	22	6	18	28	22	30	1 650
PowerPoint L1	26	4	21	7	11	3	1 650
PowerPoint L2	27	6	22	8	13	5	1 650
Outlook L1	29	13	23	14	15	8	1 650
Outlook L2	30	14	24	15	18	9	1 650
MS Project L1	22	10	24	18	14	11	1 650
MS Project L2	23	11	25	19	15	12	1 650
PC Fundamentals	23	13	18	13	15	12	1 650

CORPORATE SOFTSKILLS TRAINING

Course	Nov	Dec	Jan	Feb	Mar	Apr	Price
Achieving Excellence in Customer Services	30	12	29	27	28	25	1 650
Anger Management	28	4	22	13	7	4	1 650
Business Writing Skills	20	12	24	25	19	23	1 650
Communication Strategies	23	3	29	19	13	10	1 650
Communication, Coordination & Leadership	29	6	24	20	14	11	1 650
Customer Care & Telephone Skills	8	4	15	15	4	8	1 650
Excellence in Customer Service	9	5	17	22	11	15	1 650
Finance for non-Finance Managers	6-7	10-11	24-25	7-8	11-12	11-12	3 300
High Performance Teams	21	13	25	5	26	30	1 650
HR for non HR Managers	28-29	4-5	21-22	27-28	14-15	29-30	3 300
Leadership and Management Skills for New Manager and Supervisors	16	10	22	11	5	9	1 650
Minute Takers Workshop	15	7	21	4	25	2	1 650
Report Writing, Proposals and Presentations	22	14	28	12	6	3	1 650
Sales Techniques	5	7	18	1	8	4	1 650
Self Esteem & Assertiveness	27	7	31	6	27	24	1 650
Self-Mastery and Emotional Intelligence	19	11	23	18	12	16	1 650
Supervisory Skills	26	5	30	26	20	17	1 650
The Art of Delegating Effectively	30	14	24	15	18	9	1 650
Time Management	12	6	18	28	19	29	1 650
Workplace Transformation	13-14	5-6	16-17	21-22	13-14	16-17	3 300
Team Work & Team Building: Effective Work Culture and People Development	22	14	28	12	6	3	1 650

CORPORATE WORKHOPS

Course	Nov	Dec	Jan	Feb	Mar	Apr	Price
Basic Business Accounting	30	12	29	27	28	25	2 500
Change Management	28	4	22	13	7	4	2 500
Conflict Resolution-Getting Along in the Workplace	26	5	30	26	20	17	2 500
Contract Law for Non-Lawyers	29-30	10-11	24-25	27-28	14-15	17-18	5 000
Critical Thinking Skills	23	3	29	19	13	10	2 500
DNA - potential for authentic leadership	29	6	24	20	14	11	2 500
Leadership Transformation	21	13	25	5	26	30	2 500
Managing Employee Performance	12	6	18	28	18	29	2 500
Motivating your workforce	20	3	31	26	22	28	2 500
Office Professional and Management	1	4	21	27	14	25	2 500
Principle-base Leadership	16	10	22	11	5	9	2 500
Problem Solving and Decision Making	29	7	17	22	11	15	2 500
Project Management	15	7	21	4	25	2	2 500
Stress Management							
The Sales Process	5	7	18	1	8	4	2 500
Time Management	23	3	29	19	13	10	2 500
Workplace Transformation	13-14	5-6	16-17	21-22	13-14	17-18	5 000
The Golden Thread to Success - Leadership	22	14	24	22	14	12	2 500

Upskill and train staff with innovative, creative training solutions that is cost-effective with measurable results. Engaged Learning. Customised to your needs. Experienced Specialists. High quality solutions. Our customised corporate training solutions are geared towards both private and public organisations that need to upskill and develop their employees according to sector- or industry-specific training needs.

All our corporate training initiatives are developed and delivered by thought-leading experts and academics and offer real-time training that addresses pressing issues identified in developing and emerging markets. These courses can be presented at any suitable training venue around the country (or abroad) or even on-site at your own premises.

For quotations on in-house training, email lucinda@ca2000.co.za or info@calearning.co.za for more information about our full offering of corporate training options.

Please note that a minimum of six delegates must be enrolled on an in-house course.

Class Times:			
1 Day Workshops	08:30 – 16:00	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 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 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

Get in Contact

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