

## FULL TIME 2017

Pretoria Campus, 1023 Bank Avenue, Centurion, ☎ 012 663-6333, email: <a href="mailto:lucinda@ca2000.co.za">lucinda@ca2000.co.za</a>					
CA HCA REGISTRATION FEE: R 1 500.00					
CA Higher Certificate in:	Duration	Start Date	CASH	Terms Structure	
				Deposit	Instalments
<b>Administration - 1 year</b> <b>NQF-5 SAQA_ID_36130 (120 credits)</b>	Full time	7 February 2018	R 24 000.00	R 5 000.00	R 2 364.97 x 9
	Part time	7 February 2018	R 24 000.00	R 5 000.00	R 2 364.97 x 9
	Distance	7 February 2018	R 16 500.00	R 3 500.00	R 1 618.14 x 9
<b>Facilitation</b> <b>(Unit Standard: 117871)</b> <i>(accredited by CA Witbank)</i>	Full Time	27 Nov – 1 Dec 2017	Group Bookings		
<b>Power Assessor</b> <b>(Unit Standard: 115753)</b> <i>(accredited by CA Witbank)</i>	Full Time	4 –8 December 2017	Group Bookings		

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## PART TIME 2017

### *Certificate & Short Courses Schedule*

CA PART TIME REGISTRATION FEE: R 500.00					
Pastel Certificate:	Duration	Start Date	CASH	Terms Structure	
				Deposit	Instalments
<b>Sage Pastel 14 - Accounting</b>	7 weeks 8:30 – 12:30	28 Oct 17 (S) 4 – 7 Dec 17 (FT) 27 Jan 18 (S)	R 6 000.00	R 3 000.00	R 1 048.00 x 3
CA Short Programme in:	Duration	Start Date	CASH	Deposit	Instalments
<b>Fundamentals of Bookkeeping</b>	8 weeks 8:30 – 12:00	27 Jan 18 (S)	R 4 500.00	R 2 500.00	R 1 048.00 x 2
<b>Fundamentals of Business Management</b>	10 weeks	4 – 8 Dec 17 (FT) 28 Feb 18 (W)	R 6 000.00	R 3 000.00	R 1 048.00 x 3
<b>Office Administration</b>	8 weeks 4 days	28 Oct 17 (S) 3 Feb 18 (S)	R 6 000.00	R 3 000.00	R 1 048.00 x 3
<b>Sales &amp; Marketing Management</b>	8 weeks	28 Oct 17 (S) 3 Feb 18 (S)	R 4 500.00	R 2 500.00	R 1 048.00 x 2
<b>Conference &amp; Events Management</b>	12 weeks	24 February 18 (S) 30 June 18 (S)	R 6 000.00	R 3 000.00	R 1 048.00 x 3
<b>Storekeeping &amp; Stock Control</b>	6 weeks	28 Oct 17 (S) 3 Feb 18 (S)	R 4 000.00	R 2 000.00	R 1 048.00 x 2
<b>Strategic Logistics Management</b>	10 weeks	28 Oct 17 (S) 3 Feb 18 (S)	R 6 000.00	R 3 000.00	R 1 048.00 x 3
<b>Production &amp; Supervision</b>	12 weeks	28 Oct 17 (S) 3 Feb 18 (S)	R 6 000.00	R 3 000.00	R 1 048.00 x 3
<b>Purchasing &amp; Supply Chain Management</b>	10 weeks	28 Oct 17 (S) 3 Feb 18 (S)	R 6 000.00	R 3 000.00	R 1 048.00 x 3

<b>Fundamentals of Project Management</b>	3 days (FT) 10 weeks	30 Oct 17 (M) 27 – 29 Nov 17 (FT) 29 Jan 18 (M)	R 6 000.00	R 3 000.00	R 1 048.00 x 3
<b>Advanced Project Leadership Management</b>	10 weeks	27 Mar 18 (T)	R 6 700.00	R 3 700.00	R 1 048.00 x 3
<b>Project Management for Assistants</b>	2 days (FT)	13 – 14 Nov 17 6 – 7 Dec 17	R 3 500.00		
<b>Terms Structure</b>					
<b>CA Short Programme in:</b>	<b>Duration</b>	<b>Start Date</b>	<b>CASH</b>	<b>Deposit</b>	<b>Instalments</b>
<b>Introduction to Computers</b>	1 day	26 Oct 17 (T) 30 Nov 17 (T) 12 Dec 17 (T)	R 1 650.00	Cash only	
<b>Computer Skills</b> <ul style="list-style-type: none"> <li>• MS Windows</li> <li>• MS Word 2013 – level 1</li> <li>• MS Excel 2013 – Level 1</li> <li>• MS Outlook 2013 – Level 1</li> </ul>	2 days FT	28 – 29 Nov 17 13 – 14 Dec 17 30 – 31 Jan 18	R 3 500.00	Cash only	
<b>Fundamentals of MS Office 2013</b> <ul style="list-style-type: none"> <li>• MS Word 2013 – level 1</li> <li>• MS Excel 2013 – Level 1</li> <li>• MS Outlook 2013 – Level 1</li> <li>• MS PowerPoint 2013 – Level 1</li> </ul>	10 weeks 4 days FT	29 Nov -4 Dec 17 26 -31 Jan 17 24 Feb 18 (S)	R 6 000.00	R 3 000.00	R 1 048.00 x 3
<b>MS Office 2013 – Intermediate</b> <ul style="list-style-type: none"> <li>• MS Word 2010 – Level 2</li> <li>• MS Excel 2010 – Level 2</li> <li>• MS PowerPoint 2010 – Level 2</li> </ul>	8 weeks	24 Feb 18 (S)	R 5 000.00	R 2 000.00	R 1 048.00 x 3
<b>Web Design - HTML</b>	4 weeks	4 – 7 Dec 17 (FT) 25 Jan 18 (T)	R 4 500.00	R 1 500.00	R 1 048.00 x 3
<b>PC Support Technician (A+)</b>	10 weeks	30 Oct 17(M) 4 – 8 Dec 17 (FT) 29 Jan 18 (M)	R 6 000.00	R 3 000.00	R 1 048.00 x 3
<b>PC Networking (N+)</b>	12 weeks	31 Oct 17 (T) 30 Jan 18 (T)	R 6 000.00	R 3 000.00	R 1 048.00 x 3
<b>Server Technologies (S+)</b>	10 weeks	28 Feb 18 (W)	R 6 000.00	R 3 000.00	R 1 048.00 x 3
<b>Digital Marketing</b>	4 weeks 2 days	28 Oct 17 (S) 30 -31 Oct 17 (FT)	R 4 500.00	R 1 500.00	R 1 048.00 x 3

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## CORPORATE COMPUTERS / SOFTSKILLS

<b>COMPUTERS</b>			
<b>CA Certificate of Completion:</b>	<b>Duration</b>	<b>Start Date</b>	<b>CASH</b>
<b>MS Excel - Level 1</b>	1 day	2 Nov 17 1 Dec 17 11 Jan 18	R 1 650.00
<b>MS Excel - Level 2</b>	1 day	3 Nov 17 4 Dec 17 12 Jan 18	R 1 650.00
<b>MS Excel - Level 3</b>	1 day	20 Oct 17 6 Nov 17 13 Dec 17 15 Jan 18	R 1 650.00
<b>MS Word - Level 1</b>	1 day	7 Nov 17 14 Dec 17 16 Jan 18	R 1 650.00
<b>MS Word - Level 2</b>	1 day	8 Nov 17 15 Dec 17 17 Jan 18	R 1 650.00
<b>MS Word - Level 3</b>	1 day	26 Oct 17 9 Nov 17 13 Dec 17 16 Jan 18	R 1 650.00

MS PowerPoint - Level 1	1 day	10 Nov 17 13 Dec 17 17 Jan 18	R 1 650.00
MS PowerPoint - Level 2	1 day	13 Nov 17 14 Dec 17 18 Jan 18	R 1 650.00
MS Outlook - Level 1	1 day	14 Nov 17 11 Dec 17 19 Jan 18	R 1 650.00
MS Outlook - Level 2	1 day	15 Nov 17 12 Dec 17 22 Jan 18	R 1 650.00
MS Project - Level 1 & 2	2 days	30 -31 Oct 17 28 – 29 Nov 17 14 – 15 Dec 17 18 -19 Jan 18	R 3 300.00
<b>SOFTSKILLS</b>			
<b>CA Certificate of Completion:</b>	<b>Duration</b>	<b>Start Date</b>	<b>CASH</b>
HR for non HR Managers	2 days	25 – 26 Oct 17 22 – 23 Nov 17 4 – 5 Dec 17 22 – 23 Jan 18	R 3 500.00
Finance for non-Financial Managers	2 days	27 – 28 Nov 17 6 – 7 Dec 17 24 – 25 Jan 18	R 3 500.00
Business Writing Skills	1 day	29 Nov 17 8 Dec 17 8 Jan 18	R 1 650.00
Sales Techniques	1 day	30 Nov 17 11 Dec 17 26 Jan 18	R 1 650.00
Communication Strategies	1 day	2 Nov 17 15 Jan 18	R 1 650.00
Customer Service & Telephone Skills	1 day	3 Nov 17 16 Jan 18	R 1 650.00
Supervisory Skills	1 day	17 Oct 17 6 Nov 17 17 Jan 18	R 1 650.00
Report Writing	1 day	7 Nov 17 18 Jan 18	R 1 650.00
Minute Takers Workshop	1 day	18 Oct 17 8 Nov 17 19 Jan 18	R 1 650.00
Self Esteem & Assertiveness	1 day	19 Oct 17 9 Nov 17 22 Jan 18	R 1 650.00
Change Management	1 day	20 Oct 17 10 Nov 17 23 Jan 18	R 1 650.00
Anger Management	1 day	23 Oct 17 13 Nov 17 24 Jan 18	R 1 650.00
Becoming Management Material	1 day	24 Oct 17 14 Nov 17 25 Jan 18	R 1 650.00
Public Speaking	1 day	25 Oct 17 15 Nov 17 26 Jan 18	R 1 650.00

## **Terms & Conditions**

- You will receive a confirmation letter with the location, date and time.
- Registration fee is payable per candidate per course. A full deposit must be paid 1 week prior to programme commencement.
- Centurion Academy reserves the right to cancel any programmes that do not have sufficient numbers registered on them.
- All course material is included in course fees mentioned above.
- All learners registering on these programmes must commit to 80% attendance.

## **Payment details**

**Step 1:** Contact Lucinda (012) 663-6333 / 082 499 4973 to confirm attendance

**Step 2:** Complete the registration form and mail it to [janetn@ca2000.co.za](mailto:janetn@ca2000.co.za), copy [lucinda@ca2000.co.za](mailto:lucinda@ca2000.co.za) with your proof of payment.

**Step 3: Bank Details – Centurion Academy Centurion**

**ABSA: Branch Code:** 632-005 **Account Number:** 405 1105 275 **REF:** PT, Initial Surname and Course

### **Did you know:**

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Lucinda 082 499 4973

Office (012) 663-6333

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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 no: 2016/FE07/006.

Accredited by Umalusi, Council for Quality Assurance in General and Further Education and Training. Accreditation no. 15FET02 00014