

FULL TIME 2017 / 2018

Pretoria Campus, 1023 Bank Avenue, Centurion, ☎ 012 663-6333, email: lucinda@ca2000.co.za					
CA HCA REGISTRATION FEE: R 1 500.00					
				Terms Structure	
CA Higher Certificate in:	Duration	Start Date	CASH	Deposit	Instalments
Administration - 1 year NQF-5 SAQA_ID_36130 (120 credits) <i>Site of delivery: 1023 Bank Avenue</i>	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
Facilitation (Unit Standard: 117871) <i>(accredited by CA Witbank)</i>	Full Time	27 Nov – 1 Dec 2017	Group Bookings		
Power Assessor (Unit Standard: 115753) <i>(accredited by CA Witbank)</i>	Full Time	4 – 8 December 2017	Group Bookings		

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PART TIME 2017 / 2018

Certificate & Short Courses Schedule

CA PART TIME REGISTRATION FEE: R 500.00					
				Terms Structure	
Pastel Certificate:	Duration	Start Date	CASH	Deposit	Instalments
Sage Pastel 14 - Accounting	7 weeks 8:30 – 12:30	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
Fundamentals of Bookkeeping	8 weeks 8:30 – 12:00	27 Jan 18 (S)	R 4 500.00	R 2 500.00	R 1 048.00 x 2
Fundamentals of Business Management	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
Office Administration	8 weeks 4 days	7- 11 Dec 17 (FT) 3 Feb 18 (S)	R 6 000.00	R 3 000.00	R 1 048.00 x 3
Sales & Marketing Management	8 weeks	3 Feb 18 (S)	R 4 500.00	R 2 500.00	R 1 048.00 x 2
Conference & Events Management	12 weeks	24 February 18 (S) 30 June 18 (S)	R 6 000.00	R 3 000.00	R 1 048.00 x 3
Storekeeping & Stock Control	6 weeks	3 Feb 18 (S)	R 4 000.00	R 2 000.00	R 1 048.00 x 2
Strategic Logistics Management	10 weeks	3 Feb 18 (S)	R 6 000.00	R 3 000.00	R 1 048.00 x 3
Production & Supervision	12 weeks	3 Feb 18 (S)	R 6 000.00	R 3 000.00	R 1 048.00 x 3
Purchasing & Supply Chain Management	10 weeks	3 Feb 18 (S)	R 6 000.00	R 3 000.00	R 1 048.00 x 3
Fundamentals of Project Management	3 days (FT) 10 weeks	27 – 29 Nov 17 (FT) 29 Jan 18 (M)	R 6 000.00	R 3 000.00	R 1 048.00 x 3
Advanced Project Leadership Management	10 weeks	27 Mar 18 (T)	R 6 700.00	R 3 700.00	R 1 048.00 x 3
Project Management for Assistants	2 days (FT)	6 – 7 Dec 17	R 3 500.00		

CA Short Programme in:	Duration	Start Date	CASH	Terms Structure	
				Deposit	Instalments
Introduction to Computers	1 day	30 Nov 17 (T) 4 Dec 17 (M) 12 Dec 17 (T)	R 1 650.00	Cash only	
Computer Skills <ul style="list-style-type: none"> MS Windows MS Word 2013 – level 1 MS Excel 2013 – Level 1 MS Outlook 2013 – Level 1 	2 days FT	28 – 29 Nov 17 13 – 14 Dec 17 30 – 31 Jan 18	R 3 500.00	Cash only	
Fundamentals of MS Office 2013 <ul style="list-style-type: none"> MS Word 2013 – level 1 MS Excel 2013 – Level 1 MS Outlook 2013 – Level 1 MS PowerPoint 2013 – Level 1 	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 1048.00 x 3
MS Office 2013 – Intermediate <ul style="list-style-type: none"> MS Word 2010 – Level 2 MS Excel 2010 – Level 2 MS PowerPoint 2010 – Level 2 	8 weeks	24 Feb 18 (S)	R 5 000.00	R 2 000.00	R 1048.00 x 3
Web Design - HTML	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
PC Support Technician (A+)	10 weeks	4 – 8 Dec 17 (FT) 29 Jan 18 (M)	R 6 000.00	R 3 000.00	R 1048.00 x 3
PC Networking (N+)	12 weeks	30 Jan 18 (T)	R 6 000.00	R 3 000.00	R 1048.00 x 3
Server Technologies (S+)	10 weeks	28 Feb 18 (W)	R 6 000.00	R 3 000.00	R 1048.00 x 3
Digital Marketing	4 weeks 2 days	8 & 9 Dec (FT)	R 4 500.00	R 1 500.00	R 1 048.00 x 3

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CORPORATE COMPUTERS / SOFTSKILLS

COMPUTERS			
CA Certificate of Completion:	Duration	Start Date	CASH
MS Excel - Level 1	1 day	23 Nov 17 30 Nov 17 11 Jan 18	R 1 650.00
MS Excel - Level 2	1 day	24 Nov 17 4 Dec 17 12 Jan 18	R 1 650.00
MS Excel - Level 3	1 day	27 Nov 17 13 Dec 17 15 Jan 18	R 1 650.00
MS Word - Level 1	1 day	28 Nov 17 14 Dec 17 16 Jan 18	R 1 650.00
MS Word - Level 2	1 day	27 Nov 17 15 Dec 17 17 Jan 18	R 1 650.00
MS Word - Level 3	1 day	30 Nov 17 13 Dec 17 16 Jan 18	R 1 650.00
MS PowerPoint - Level 1	1 day	13 Dec 17 17 Jan 18	R 1 650.00
MS PowerPoint - Level 2	1 day	14 Dec 17 18 Jan 18	R 1 650.00
MS Outlook - Level 1	1 day	11 Dec 17 19 Jan 18	R 1 650.00
MS Outlook - Level 2	1 day	12 Dec 17 22 Jan 18	R 1 650.00
MS Project - Level 1 & 2	2 days	28 – 29 Nov 17 14 – 15 Dec 17 18 -19 Jan 18	R 3 300.00

SOFTSKILLS			
CA Certificate of Completion:	Duration	Start Date	CASH
HR for non HR Managers	2 days	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	15 Jan 18	R 1 650.00
Customer Service & Telephone Skills	1 day	12 Dec 17 16 Jan 18	R 1 650.00
Supervisory Skills	1 day	20 Nov 17 17 Jan 18	R 1 650.00
Report Writing	1 day	21 Nov 17 18 Jan 18	R 1 650.00
Minute Takers Workshop	1 day	23 Nov 17 19 Jan 18	R 1 650.00
Self Esteem & Assertiveness	1 day	24 Nov 17 22 Jan 18	R 1 650.00
Change Management	1 day	5 Dec 17 23 Jan 18	R 1 650.00
Anger Management	1 day	8 Dec 17 24 Jan 18	R 1 650.00
Becoming Management Material	1 day	24 Nov 17 25 Jan 18	R 1 650.00
Public Speaking	1 day	18 Dec 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, copy 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