

FET CERTIFICATE: BUSINESS ADMINISTRATION SERVICES (NQF LEVEL 4): TRAINING SCHEDULE 2012

PROGRAMME	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Time Management (R1155.00) 1 DAY	21		3	2	5	3	7	4	2	6	
Stock Management (R1155.00) 1 DAY	22		4	3	6	4	8	5	3	7	
Office Admin & Management (R3465.00) 3 DAYS	28----	----1	3-5	8-10	12-14	10-12	14-16	11-13	9-11	13-15	
Report Writing Skills (R3465.00) <i>BA Qual</i> 3 DAYS		6-8	10-12	15-17	19-21	17-19	21-23	11-13	9-11	13-15	
Reprt Writing Skills (R1155.00) <i>Skills course</i> 1 DAY		6	10	15	19	17	21	11	9	13	
Business Ethics (R2310.00) 2 DAYS		13-14	17-18	22-23	21-22	19-20	23-24	18-19	16-17	20-21	

Manage Service Providers (R2310.00) 2 DAYS		15-16	17-18	24-25	21-22	19-20	23-24	18-19	16-17	22-23	
Budgeting (R1155.00) 1 DAY	23	20	5	4	7	5	8	6	4	8	
Personal Effectiveness (R3465.00) 3 DAYS		27-29	10-12	15-17	19-21	24-26	21-23	18-20	16-18	27-29	
Reception Skills (R2310.00) 2 DAYS		6-7	19-20	24-25	26-27	26-27	28-29	25-26	23-24	27-28	
Personal Assistant (R1155.00) 1 DAY		13	19	24	28	26	28	25	23	27	
Telephone Skills (R1155.00) 1 DAY <i>Extra</i>		14	20	25	29	27	29	26	24	28	
Financial Management (R3465.00) 3 DAYS		13-15	24-26	29-31	26-28	31----	----2 28-30	25-27	30----	----1 27-29	
HR Management (R3465.00) 3 DAYS		27-29	24-26	29-31	26-28	31----	----2 28-30	25-27	30----	----1 27-29	

NOTE: *Khulisane Academy (Pty) Ltd reserves the right to change this schedule without prior notice.*

The number of Enrolments/Bookings might influence the continuing of a scheduled date. All prices are excluding VAT.

BA ENROLMENT START DATE: *(only applicable to candidates who enrolled for the BA FET Certificate) - 02 APRIL 2012 (Registration End Date is 26 March 2012)*