



BRINGING QUALITY TRAINING CLOSER TO YOU! Explore Our New National Facilities CENTURION | MPUMALANGA | LIMPOPO | KWAZULU-NATAL

Course Name		Days	Available Dates											
ICB Financial Modules			January			February			March			April		
Financial Accounting-Bookkeeping to Trial Balance (BKTb)														
Financial Accounting-Payroll and Monthly SARS Returns (PMSR)														
Financial Accounting-Computerised Bookkeeping (CPBK)														
Financial Accounting-Business Literacy (BUSL)														
Financial Accounting-Financial Statements (FNST)														
Financial Accounting-Cost and Management Accounting (CMGT)														
Financial Accounting-Income Tax Returns (ITRT)														
Financial Accounting-Business Law and Accounting Control (BLAC)														
Financial Accounting-Corporate Strategy (CRPS)														
Financial Accounting-Management Accounting Control Systems (MACS)														
Financial Accounting-Financial Reporting and Regulatory Frameworks (FRRF)														
Financial Accounting-Research Theory and Practice (RTAP)														
Business Management-Business Management 1 (BMT1)														
Business Management-Bookkeeping to Trial Balance (BKTb)														
Business Management-Business Literacy (BUSL)			National Enrolment Dates Please Contact Us			National Enrolment Dates Please Contact Us			National Enrolment Dates Please Contact Us			National Enrolment Dates Please Contact Us		
Business Management-Office and Legal Practice (OLRP)														
Business Management-Business Management 2 (BMT2)														
Business Management-Marketing Management and Public Relations (MMPR)														
Business Management-Financial Statements (FNST)														
Business Management-Human Resource Management and Labour Relations														
Business Management-Business Management 3 (BMT3)														
Business Management-Financial Management and Control (FMCL)														
Business Management-Financial Reporting and Regulatory Frameworks (FRRF)														
Business Management-Research Theory and Practice (RTAP)														
Office Administration-Business and Office Administration 1 (BOA1)														
Office Administration-Bookkeeping to Trial Balance (BKTb)														
Office Administration-Business Literacy (BUSL)														
Office Administration-Marketing Management and Public Relations (MMPR)														
Office Administration-Business Law and Administrative Practice (BLAP)														
Office Administration-Cost and Management Accounting (CMGT)														
Office Administration-Business and Office Administration 2 (BOA2)														
Office Administration-Human Resources Management and Labour Relations														
Office Administration-Economics (ECON)														
Office Administration-Business and Office Administration 3 (BOA3)														
Office Administration-Financial Statements (FNST)														
Office Administration-Management (MGMT)														
QCTO Qualifications			January			February			March			April		
QCTO End User Qualification														
QCTO Project Management Qualification			Please Contact Us			Please Contact Us			Please Contact Us			Please Contact Us		
QCTO Municipal Finance Manager Qualification														
Munsoft FMS Modules			January			February			March			April		
Budgeting	2	27-28				9-10	17-18		3-4	17-18		7-8	15-16	28-29
Caseware	3	19-20	29-30			12-13	23-24		9-10	24-25		17-19		
Cashbook & All Payments	2	5-6	20-21			2-3	25-26		11-12	25-26		8-9	15-16	28-29
Cashiers	3	5	26			2	17	23	2	16	23	20	27	
Consumer Debtors	1	6-8	27-29			9-10	24-26		3-5	17-19	30	1	21-23	
Consumer Enquiries	1	23	30			6	27		6	13	27	2	28	
Contract Management	1	5	12	26		9	16	24	10	23	24	1	7	20 & 27
Email Teams	1	5	26			2	17	23	2	16	23	20	27	
Fixed Assets	1	19	22			4	16	24	3	11	26	7	21	
General Ledger	1	8	16			6	12	19	6	19		9	17	30
Intro to Munsoft Computing	1	5	12	26		9	16	24	10	23	24	1	7	20
MS Excel Word PowerPoint	1	15	22			13	20		5	20		16	29	
Munsoft Analytics	3	27-28				9-10	17-18		3-4	17-18		7-8	15-16	28-29
Munsoft mSCOA	1	12	26			16	27		2	10	16	27		
Munsoft Spatial	1	13-14	30			18-19			6	25-26		16-17	28-29	
Payday	1	29-30				12-13	23-24		3-4	17-18		7-8	15-16	
Registers	1	16	29			4&5	11		5	24	30&31	1	15	
Request for goods	1	15	16	22 & 23		6	13	19	6	13	20&27	2	13 & 15	23, 24, 30
Stores	1	15	29			12	27		13	26		23	30	
Sundry Debtors	1	9	19			3	12		20			2	24	
Sundry Registers	1	14	20			4	13		9	23		13	24	
Supply Chain Management & Procurement	2	13-14	27-28			10-11	17-18	25-26	11-12	24-25		8-9	21-22	28-29
System Admin	1	9	21			5	20	23	9			20		
Value Added Tax	1	15	22			13	20		5	20		16	29	
Virtual Training on request	1	TBA	TBA	TBA		TBA	TBA	TBA	TBA	TBA	TBA	TBA	TBA	TBA



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Course Name	Days	Available Dates										
Computing Modules	Days	January			February			March			April	
Introduction to Computers	1	15	22		13	20		5	20		16	29
Typing Skills	2	6-7	14-15	27-28	9-10	17-18		3-4	17-18		7-8	15-16
Microsoft Excel Advanced	2	13-14	29-30		18-19	26-27		5-6	25-26		16-17	28-29
Microsoft Excel Basic	1	14	20		4	13		9	23		13	24
Microsoft Excel for Managers	1	5	12	26	9	16	24	10	23	24	1	7
Microsoft Excel for Reporting	2	13-14	29-30		18-19	26-27		5-6	25-26		16-17	28-29
Microsoft Excel Intermediate	2	6-7	14-15	27-28	9-10	17-18		3-4	17-18		7-8	15-16
Microsoft Excel Refresher	1	14	20		4	13		9	23		13	24
Microsoft PowerPoint Advanced	2	13-14	29-30		18-19	26-27		5-6	25-26		16-17	28-29
Microsoft PowerPoint Basic	1	15	22		13	20		5	20		16	29
Microsoft PowerPoint Intermediate	1	5	12	26	9	16	24	10	23	24	1	7
Microsoft PowerPoint Refresher	1	5	26		2	17	23	2	16	23	20	27
Microsoft PowerPoint Super Presenter	1	15	22		13	20		5	20		16	29
Microsoft Word Advanced	2	13-14	29-30		18-19	26-27		5-6	25-26		16-17	28-29
Microsoft Word Basic	1	23	30		6	27		6	13	27	2	28
Microsoft Word Intermediate	2	6-7	14-15	27-28	9-10	17-18		3-4	17-18		7-8	15-16
Microsoft Word Refresher	1	15	22		13	20		5	20		16	29
Microsoft Word for Business Writing	1	5	26		2	17	23	2	16	23	20	27
Microsoft Teams	1	5	12	26	9	16	24	10	23	24	1	7
Microsoft Outlook Email	1	14	20		4	13		9	23		13	24
Microsoft Projects Level 1	2	6-7	14-15	27-28	9-10	17-18		3-4	17-18		7-8	15-16
Microsoft Projects Level 2	2	13-14	29-30		18-19	26-27		5-6	25-26		16-17	28-29
Microsoft Projects Level 3	2	6-7	14-15	27-28	9-10	17-18		3-4	17-18		7-8	15-16
Business Skills	Days	January			February			March			April	
Business Ethics	3	13-15	28-30		3-5	12-14	26-28	3-5	18-20	29-31	1-2	16-18
Business Etiquette	2	14-15	29-30		2-3	18-19	26-27	5-6	25-26		1-2	16-17
Business Processes Overview	5	12-16	26-31		2-6	16-20	23-27	9-13	23-27		13-17	20-24
Change Management	5	12-16	26-31		2-6	16-20	23-27	9-13	23-27		13-17	20-24
Coaching and Mentoring	2	7-8	14-15	29-30	9-10	17-18		3-4	17-18		7-8	15-16
Conducting Annual Employee Reviews	2	15-16	26-27		2-3	12-13	26-27	10-11	26-27		8-9	16-17
Conflict Resolution	3	13-15	29-31		3-5	13-14	26-27	3-4	19-20	30-31	1-2	17-18
Councillors Training	8	12-21	21-30		3-12	18-27		2-11	18-27		7-16	20-30
Customer Service	3											
Customer Support	2	13-14	29-30		18-19	26-27		5-6	25-26		16-17	28-29
Cyber Security Awareness	2	6-7	14-15	27-28	9-10	17-18		3-4	17-18		7-8	15-16
Developing New Managers	3	13-15	28-30		3-5	12-14	26-28	3-5	18-20	29-31	1-2	16-18
Developing Corporate Behaviour	2	15-16	26-27		2-3	12-13	26-27	10-11	26-27		8-9	16-17
Email Management & Etiquette	2	19-20	29-30		12-13	23-24		9-10	24-25		17-19	23-24
Employee Motivation	2	15-16	26-27		2-3	12-13	26-27	10-11	26-27		8-9	16-17
Finnane for non- Financial Managers	3	14-16	2-29		2-4	18-20		3-5	25-27		7-9	15-17
First Aid Level 1	2	13-14	29-30		18-19	26-27		5-6	25-26		16-17	28-29
First Aid Level 2	2	6-7	14-15	27-28	9-10	17-18		3-4	17-18		7-8	15-16
First Aid Level 3	2	19-20	29-30		12-13	23-24		9-10	24-25		17-19	23-24
Implementing Business Processes	5	12-16	26-31		2-6	16-20	23-27	9-13	23-27		13-17	20-24
Introduction to Project Management	2	15-16	26-27		2-3	12-13	26-27	10-11	26-27		8-9	16-17
Leadership and Influence	3	13-15	28-30		3-5	12-14	26-28	3-5	18-20	29-31	1-2	16-18
Manager Management	3	14-16	2-29		2-4	18-20		3-5	25-27		7-9	15-17
Mapping business Processes	5										13-17	20-24
Office Health and Safety	3	13-15	28-30		3-5	12-14	26-28	3-5	18-20	29-31	1-2	16-18
Office Politics for Managers	3	14-16	2-29		2-4	18-20		3-5	25-27		7-9	15-17
Presentation Skills	2	13-15	28-30		3-4	12-14	26-28	3-5	18-20	29-31	1-2	16-18
Proposal Writing Skills	2	6-7	14-15	27-28	9-10	17-18		3-4	17-18		7-8	15-16
Respect in the Workplace	3	13-15	28-30		3-5	12-14	26-28	3-5	18-20	29-31	1-2	16-18
Responsibility in the Workplace	3	14-16	2-29		2-4	18-20		3-5	25-27		7-9	15-17
Supervising Others	2	15-16	26-27		2-3	12-13	26-27	10-11	26-27		8-9	16-17
Teamwork and Team Building	3	13-15	28-30		3-5	13-14	26-27	3-4	19-20	30-31	1-2	17-18
Telephone Etiquette	2	19-20	29-30		12-13	23-24		9-10	24-25		17-19	23-24
Time Management	2	13-15	28-30		3-5	12-14	26-28	3-5	18-20	29-31	1-2	16-18
Trust Building & Resilience Development	3	14-16	2-29		2-4	18-20		3-5	25-27		7-9	15-17