

A + COMPUTER TRAINING STUDIOS cc

Registration no: Ck99/63122/23

Fasset Seta/Sage Pastel accreditation no: QAP/585/008

4th Floor, 05 St Georges Mall, Cape Town. Tel: 021 4180660

e-mail: info@apluscts.co.za



www.facebook.com/AplusCTS



067 645 4477

website: www.apluscts.co.za

MICROSOFT OFFICE Level I

Intro to computers, Typing, Word, Excel, E-Mail, & Internet.

Including : Course Notes
Duration : 1 Week, Mon – Fri (F/T) or 4 Saturdays (P/T)
Times : 10h00-13h00 (F/T), 13h00 -15h45 (P/T)
Price : R 1500.00 *cash price*

MICROSOFT OFFICE Level II

Word and Excel Intermediate level

Duration : 1 Week, Mon - Fri (F/T) or 4 Saturdays (P/T)
Times : 10h00-13h00 (F/T) or 13h00 -15h45 (P/T)
Price : R 1750.00 *cash price*

TOUCH TYPING

Duration : 1 Week, Mon – Fri (F/T) or 5 Saturdays (P/T)
Price : R 1500.00 *cash price*
Times : flexible hours

PC TECHNICIAN

Hardware (core module) & Software (windows)

Including : Course notes & Internal Examination
Duration : 8 Saturdays
Times : 08h45 - 12h30
Price : R 2750.00 *cash price*
Payment Plan : R 1750 deposit, R750.00 x 2 months

NETWORKING TECHNICIAN

Network topologies and protocols, building of networks

Including : Course notes & Internal Examination
Duration : 8 Saturdays
Times : 08h45 - 12h30
Price : R 2750.00 *cash price*
Payment Plan : R 1750 deposit, R750.00 x 2 months

IT TECHNICIAN

PC Technician & Networking Technician

Duration : 4-6 Months (Saturdays only)
Times : refer to the individual courses' times
Price : R 5000.00 *cash price*
Payment Plan : R 2500 deposit, R750.00 x 4 months

SAGE (MANUAL) BOOKKEEPING

to Balance Sheet incl official Sage manual and external Sage certification exam

Duration : 2 Weeks Mon-Fri (F/T), 8 Saturdays (P/T)
Times : 10h00-12h00 (F/T) or 13h00-15h45 (P/T)
Price : R 3750.00 *cash price*
Payment Plan : R 2250.00 deposit, R 1000.00 x 2 months

SAGE PASTEL COMPUTERISED ACCOUNTING VERSION 19

Incl official Pastel manual and certification exam

Duration : 2 Weeks (F/T), 8 Saturdays (P/T)
Times : 10h00-13h00 (F/T) or 09h00-12h20 (P/T)
Price : R 6750.00 *cash price*
Payment Plan : R 3750.00 deposit, R 1750.00 x 2 months

BOOKKEEPING & SAGE PASTEL ACCOUNTING COMBO

Manual bookkeeping & Pastel accounting Version 19

Duration : 4 Weeks (F/T), 16 Weeks (P/T)
Times : refer to the individual courses' times
Price : R 9000.00 *cash price*
Payment Plan : R 5000.00 deposit, R1250 x 4 months

OFFICE ADMINISTRATION 2022

Ms Office Level I & II, Touch-Typing, Manual Bookkeeping & Comm Skills.

Duration : approx 3-6 Months (F/T), 4-6 Months (P/T)
Times : refer to the individual courses' times
Price : R 6999.00 *cash price*
Payment Plan : R 2500.00 deposit, R 1000.00 x 5 months

ACCOUNTING ADMINISTRATION CAREER COURSE

Office Administration, Bookkeeping and Pastel Accounting v19

Duration : 6-12 Months
Times : refer to the individual course's times
Price : R 12000.00 *cash price*
Payment Plan : R 5000.00 deposit, R 1250.00 x 6 months

F/T = Full-Time (Mon-Fri)

P/T = Part-Time (Saturday)

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REGISTRATION FORM 2022

PERSONAL DETAILS

FIRST NAME

SURNAME

ADDRESS

.....

E-MAIL

TEL NO (Cell)
.....(Work)

IDENTITY NO

RECEIPT NO

COURSE (F/t or P/t)

Where did you hear about or see the ad of the courses?.....

Terms and conditions

Please note that once you have registered for a course, you will be held liable for the full payment of the course. If you are unable to complete the course you will still be responsible for the full payment of the outstanding fees. Once you have registered for a course, the seat is reserved for you. *Under no circumstances will money be refunded.* You will also be liable for any costs incurred by us to recover our money. A+ Computer Training Studios reserves the right to postpone classes if necessary. **External exams can only be written once the full course fee is paid.** Manuals will only be issued once the full course fee is paid. Re-attendance is valid for 6 months from date of registration and a student can only re-attend the course **once** within this period, on availability of seats. New students get priority to seats. Note this serves as a legal document.

Signature
(Guardian Signature If Under 18 yrs)

Date

Banking Details

Bank: Nedbank **Account Name:** A+ Computer Training Studios cc
Type: Current **Account Number:** 1104 331 551
Branch Code: 198765

Please note: *Electronic Funds Transfer is the preferred form of payment*