



# Certificate Office Administration

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OFFICIAL ACADEMIC PROSPECTUS & CURRICULUM GUIDE

**NQF Level:** Industry Certification | **Credits:** N/A

**Delivery:** Online

**Print Date:** May 15, 2026

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## PROGRAMME OVERVIEW

PROGRAMME DURATION	8 Weeks
ACADEMIC LEVEL	Industry Certification
TOTAL CREDITS	N/A
SAQA REGISTRATION	Pending
MODE OF DELIVERY	Online
TOTAL INVESTMENT	<b>R 7,000</b> (Registration Deposit: R 799)

### Executive Introduction

The modern corporate office is no longer just a physical room; it is a highly digitized, distributed hub of activity that requires a unique blend of extreme organizational skill and high technical agility. Our Certificate in Office Administration is carefully designed to produce the absolute 'Operational Linchpins' of the modern workforce. This programme goes far beyond basic filing and typing, immersing students deeply in the digital ecosystems that keep modern, global businesses running smoothly.

Participants will master the high-level art of professional communication, highly secure document management, and executive-level scheduling using elite collaborative tools like Microsoft 365 and Google Workspace. The training emphasizes the critical 'Customer-First' mindset, teaching students exactly how to manage executive stakeholder expectations and maintain corporate professionalism in both physical and virtual office environments. We focus intensely on the 'Soft Skills' of leadership and the 'Hard Skills' of digital office management.

As remote and hybrid work environments become the absolute standard, this course equips learners with the self-management and digital coordination skills required to manage complex teams and workflows across global time zones. Graduates emerge as highly organized, exceptionally tech-savvy professionals ready to manage the administrative heartbeat of any small business or massive large corporation with

absolute confidence and precision.

## PURPOSE OF THE LEARNING PROGRAMME

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To establish an unshakeable, gold-standard of corporate administrative excellence. The primary objective is to equip learners with the precise organizational and clerical skills strictly required to ensure that corporate environments function with maximum efficiency and zero operational friction.

To completely modernize the role of the administrator through deep digital integration. We aim to transform traditional office workers into highly agile, digital-first coordinators who can effectively leverage cloud technology to streamline workflows and drastically reduce organizational overhead.

To foster exceptional professional communication and flawless brand representation. The purpose of this programme is to ensure that every graduate can act as a highly polished, highly competent representative of their organization, handling sensitive corporate documentation with absolute discretion and security.

To aggressively address the complex administrative needs of the evolving South African and global economy. By training individuals in highly standardized office protocols and professional business English, we are supporting the rapid growth of local enterprises and improving the employability of our youth.

To provide a definitive, highly respected pathway for long-term career advancement. This qualification serves as the essential first step for ambitious individuals looking to move rapidly into Office Management, HR coordination, or high-tier Executive Support roles, providing the foundational credentials required for growth.

## MODULE BREAKDOWN

### **Module 01: Office Professionalism**

Communication and workplace etiquette.

### **Module 02: Microsoft Word Essentials**

Creating professional documents.

### **Module 03: Microsoft Excel Basics**

Spreadsheets and simple formulas.

### **Module 04: Microsoft Outlook & Teams**

Email management and collaboration.

### **Module 05: Record Keeping**

Filing systems and digital records.

### **Module 06: Meeting Management**

Agendas and Minute taking.

### **Module 07: Basic Finance for Admin**

Petty cash and invoicing.

### **Module 08: Final Admin Assessment**



# PRACTICAL LAB ENVIRONMENTS

This programme includes intensive hands-on practical labs designed to bridge the gap between theoretical knowledge and real-world industrial application.

## Lab 1: Digital Document Management

Organise files using cloud drives and naming conventions. Deliverable: Structured folder system + SOP.

## Lab 2: Professional Communication Simulation

Draft emails, memos, and meeting minutes. Deliverable: Portfolio of 5 professional documents.

## Lab 3: Calendar & Task Coordination

Manage schedules using Google Calendar/Outlook. Deliverable: Shared calendar + task tracker.

## Lab 4: Office Process Optimisation

Map and improve a real administrative workflow. Deliverable: Process map + improvement proposal.

## CAREER FIELDS & OPPORTUNITIES

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Graduates of this learning programme are aggressively equipped with the specialized competencies required to pursue the following elite professional roles within the global industry:

<b>ADMINISTRATIVE ASSISTANT</b>	Advance your career as a Administrative Assistant in the industry.
<b>OFFICE MANAGER</b>	Advance your career as a Office Manager in the industry.
<b>EXECUTIVE ASSISTANT</b>	Advance your career as a Executive Assistant in the industry.
<b>VIRTUAL ASSISTANT</b>	Advance your career as a Virtual Assistant in the industry.
<b>ADMINISTRATIVE COORDINATOR</b>	Advance your career as a Administrative Coordinator in the industry.
<b>RECORDS MANAGEMENT OFFICER</b>	Advance your career as a Records Management Officer in the industry.
<b>CORPORATE SERVICES ADMINISTRATOR</b>	Advance your career as a Corporate Services Administrator in the industry.

## NEXT STEPS & APPLICATION

Ready to definitively advance your professional trajectory? Formal applications are currently open for the upcoming academic cycle. To securely guarantee your placement in the next intake for **Certificate Office Administration**, please complete our online application process or contact our admissions advisory team directly.

### CONTACT ADMISSIONS

**Official Email:** [apply@softkingsacademy.co.za](mailto:apply@softkingsacademy.co.za)

**Academy Website:** [www.skacademy.co.za](http://www.skacademy.co.za)

**WhatsApp:** +27 69 271 9901

**Tel:** +27 21 1097 366 | +27 12 004 3732 | +27 70 5422 373

### DIGITAL STUDENT PORTALS

**Studentzone:** [portal.skacademy.co.za](http://portal.skacademy.co.za)

**Exam Centre:** [exams.skacademy.co.za](http://exams.skacademy.co.za)

**Verify Certificate:** [skacademy.co.za/verify-certificate](http://skacademy.co.za/verify-certificate)

**APPLY ONLINE NOW**

SOFTKINGS ACADEMY IS FORMALLY COMMITTED TO PROVIDING INDUSTRY-LEADING, ACCREDITED SKILLS DEVELOPMENT.

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INFORMATION CONTAINED WITHIN THIS PROSPECTUS IS CORRECT AT THE TIME OF PRINTING.