



Certificate Office Administration

OFFICIAL ACADEMIC PROSPECTUS & CURRICULUM GUIDE

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

Delivery: Online

Print Date: June 30, 2026

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PROGRAMME OVERVIEW

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

Executive Introduction

Learners develop professional office administration skills required for efficient workplace operations. Competencies include document management, communication protocols, scheduling, and administrative processes that ensure smooth organisational functioning in contemporary office environments.

PURPOSE OF THE LEARNING PROGRAMME

Outcomes are currently being formalized.

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

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

Academy Website: www.skacademy.co.za

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DIGITAL STUDENT PORTALS

Studentzone: portal.skacademy.co.za

Exam Centre: exams.skacademy.co.za

Verify Certificate: skacademy.co.za/verify-certificate

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