



/ACCREDITED ICB COURSES



# Office Administration

Help out in just about any department and contribute to a smooth-running office.



**ICB**  
ACCREDITED BUSINESS  
QUALIFICATIONS

### Studying at Swift Skills Academy

is all about getting the skills and experience you need to excel in your career. We offer job placements for our students to complete their WIL (Work Integrated Learning).

### Open Access Entry System

Most of our courses are open entry. This means, you only need to be able to read and write in English to understand your coursework.

Why study with us?

### Design of courses

Our courses are designed to help you develop the qualities and expertise that your future employer will look for.

### Stress-Free Registration Process

Our registration process is stress-free. We don't do credit checks, and we don't blacklist students. Friendly course experts will walk you through your registration.

## What we believe

Our guiding principle at Swift Skills Academy is to equip and enhance the skill set of our students. Regardless of educational experience, everyone needs access to high-quality education. However, not everyone has access to educational establishments such as colleges and universities. To fill this gap, we provide courses via distance learning, online learning, and face-to-face.

Swift Skills Academy offers fully accredited, recognized courses from esteemed organizations like ICB, SAIOSH, merSETA, and OCTO.

Our courses are quality-assured. We provide both accredited and non-accredited programs created by experts in the field. Every one of our programs is designed to equip students with the abilities and information needed to enter the workforce with assurance.

Those who never completed their education are given another opportunity to pursue the career and education they deserve through our open-access entry system. For accredited courses, you can begin with as little as grade 10, and for non-accredited courses, no prior learning experience is required.

## Office Administration

Office administration is the process of managing an office's daily operations. You'll be handling administrative tasks, record-keeping, HR management, and financial planning. With the help of our office administration courses, launch your career. This course is skills-based and prepares you for the work environment.



## Office Administration career opportunities

Many administrative jobs are available. A lot of people work in office administration to gain experience in fields like marketing, publishing, or public relations.

**Careers:** Receptionist; Admin Assistant; Office Manager



swiftskillsacademy.co.za



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# Office Administration



## Available courses

Our Officer Administration courses are examined by the ICB with support from Swift Skills Academy program experts.

You can be confident that you will get the best support possible from the beginning to the end, no matter which course you choose.

<b>Junior Office Administration:</b>	<b>Office Administration</b>	<b>Office Administration: Certified Office Manager</b>
ICB Certificate	ICB Higher Certificate	ICB Diploma
🕒 18 months	🕒 9 months	🕒 9 months
This is an introductory course in Office Administration. Learn the basics of administration and boost your skills.	This course digs a little deeper than the National Certificate and gives you a deeper understanding of the ins and outs of office administration.	This will be the final step in becoming an office all-rounder. Gain comprehensive knowledge and become indispensable in the workplace.
<b>Entrance Requirements:</b> Matric or Equivalent	<b>Entrance Requirements:</b> Office Administration Certificate	<b>Entrance Requirements:</b> Higher Certificate: Office Administration
<b>Subjects:</b> <ul style="list-style-type: none"> <li>• Introduction to Business English</li> <li>• Business and Office Administration 1</li> <li>• Bookkeeping to Trial Balance</li> <li>• Marketing Management and Public Relations</li> <li>• Business Literacy</li> <li>• Business Law and Administrative Practice</li> <li>• Cost and Management Accounting</li> </ul>	<b>Subjects:</b> <ul style="list-style-type: none"> <li>• Business and Office Administration 2</li> <li>• Economics</li> <li>• Human Resource Management and Labour Relations</li> </ul>	<b>Subjects:</b> <ul style="list-style-type: none"> <li>• Business and Office Administration 3</li> <li>• Financial Statements</li> <li>• Management</li> </ul>

Apply Now:

☎ 021 828 0772 ✉ info@swiftskillsacademy.co.za

Unit 2 Killarney Park, 1 Silverstone Road, Killarney Gardens, CAPE TOWN

