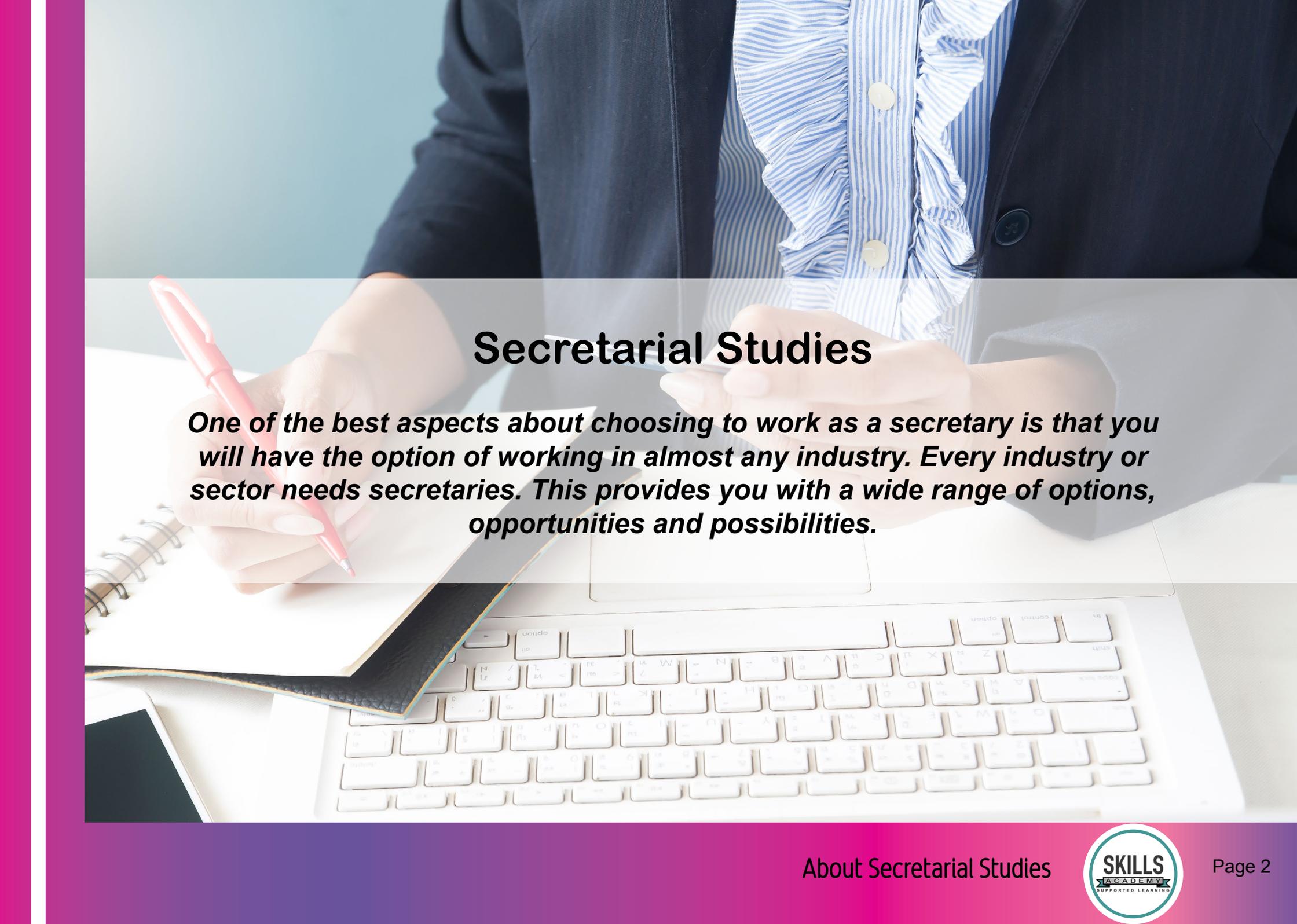




Skills Academy
Secretarial Courses
www.skillsacademy.co.za





Secretarial Studies

One of the best aspects about choosing to work as a secretary is that you will have the option of working in almost any industry. Every industry or sector needs secretaries. This provides you with a wide range of options, opportunities and possibilities.

Welcome to the Skills Academy Secretarial Courses

There is a strong need for professional and ethical secretaries all over the world, and secretarial courses play an important role in meeting this need. Companies are continuously looking for competent and hard-working secretaries to take care of various administrative tasks.

What is secretarial studies?

The first question that needs to be answered is: What is secretarial studies? In essence, secretarial studies relates to the secretarial field, and will assist you in acquiring the relevant skills and competencies which are required of a secretary.

What is the difference between secretarial studies and office administration?

Both secretaries and administrative assistants typically work in an office environment. Both secretaries and administrative assistants provide clerical work on some level, with administrative assistants typically providing more advanced and specialized services. A secretary is a person whose job is strictly clerical. A secretary has to do jobs like typing and copying dictations, attending telephone calls and fixing appointments. An administrative assistant may also be entrusted with the responsibility of long-term projects that is of interest to the boss. Are you looking for an office administration course?

Reasons to study secretarial courses

There are many reasons why it might be a good idea to study secretarial courses:

- The different secretarial courses may equip you with different skills, competencies and knowledge.
- It can enhance your CV.
- It can prepare you for a career as a secretary.
- It can equip you with knowledge and skills that may be useful in many different jobs and working environments.

It is common practice for some students to choose secretarial studies when they are unsure of what they want to study. Secretarial studies is relevant to various other fields and disciplines, which means that a course in this direction need never be a waste of time.

Skills Academy offers the following range of Secretarial Courses:

Medical Receptionist Course

Short Course Certificate in Medical Office Receptionist

A Short 4 month Receptionist course that teaches you all the basics of working in a Medical Office environment.

Medical Office Receptionist Certificate

A 8 Month Course where you will learn all the fundamental knowledge to be able to work in a Medical Office.

Medical Office Receptionist Advanced Certificate

Our Most Advance medical Receptionist course where you will also start to cover a few Medical Studies Subjects.

Professional Secretary Courses

Short Course Certificate in Professional Secretary

A short 6 month Course where you will learn a couple of Computer and Service excellence Basics that are essential for any office job.

Proficiency Certificate in Professional Secretary

A full 12 Month Course where you will learn all the fundamentals of using a computer as well as Business Etiquette and Financial Management Basics.

Personal Assistant Courses

Short Course Certificate in Personal Assistance

A short 6 Month Course that teaches you Communication Skills as well as Computer Literacy Basics. Both are essential for any office Job.

Proficiency Certificate in Personal Assistant

A full 12 Month course where you will gain the Skills and Tools to be able to work in any office administration environment.

Receptionist Proficiency Certificates

Short Course Certificate in Receptionist

A 6 Month course that teaches you the fundamentals of Telephone Communication Etiquette as well as Office Communication.

Proficiency Certificate in Receptionist

A full 12 Month Course that covers all the necessities required to become a great Receptionist that will push you above the rest in this field.



Skills Academy Secretarial Courses in Medical Receptionist

As a medical receptionist you play a very important role in directing, controlling and looking after the reception area. You make sure that all patients and visitors know where to go to in quick, effective manner.

And you will be made into a paperwork powerhouse, planning, organizing and scheduling meetings and appointments.

You get to work among all types of people from all walks of life; from different cultures and personalities. Giving you the experience needed to succeed in any workplace if you decide to work anywhere else.

Here are our courses on offer:

- Medical Receptionist Short Course
- Medical Receptionist Proficiency Certificate

Short Course Certificate in Medical Office Receptionist

Welcome to the Skills Academy Short Course Certificate in Medical Office Receptionist

This is a course that gives you insight into whether you would actually like to go into a career as a Medical Receptionist; or this can serve as a way to better your skills and knowledge in this field.

In this course you'll learn the language of Business English, successfully communicate face to face with patients and co-workers on a daily basis, and gain knowledge of how a Medical Office is run in terms of its management.

The Skills Academy Short Course Certificate in Medical Office Receptionist consists of the following subjects:

1. Introduction to Business English
2. Face to Face Communication
3. Medical Office Management

What certificate will I get?

You will be awarded with a Skills Academy Short Course Certificate in Medical reception. As Skills Academy values education and cares about our students, your completion award will be sent to you via courier so that you receive it as soon as possible and without any delays.

How is this course assessed?

In order to complete this course successfully, learners will be expected to complete specific assignments AND/OR a Portfolio of Evidence (PoE). There are no exams for this course.

Course Information:

Programme Type:	Provider Programme
Award Type:	Skills Academy Short Course Certificate
Accredited By:	Skills Academy
SAQA ID:	Not Applicable
NQF Level:	Not Applicable
Course Duration:	Up to 4 Months
Entrance Criteria:	Grade 10 AND Must be able to read and write in English Learners must be at least 16 years of age

Certificate in Medical Office Receptionist

Welcome to the Skills Academy Certificate Medical Office Receptionist

In this course you'll learn the language of Business English, successfully communicate face to face with patients and co-workers on a daily basis, and gain knowledge of how a Medical Office is run in terms of its management.

This course is a step up from our short course and adds on technical medical topics like 'Anatomy and Physiology' (the structure, function and relationship between your body parts) and Medical Studies MS101 (dealing with diagnosing medical disorders and diseases) - the 1st level of our Medical Studies subjects.

The Skills Academy Certificate in Medical Office Receptionist consists of the following subjects:

1. Introduction to Business English
2. Face to Face Communication
3. Medical Office Management
4. Anatomy and Physiology
5. Medical Studies MS101

What certificate will I get?

You will be awarded with a Skills Academy Certificate in Medical reception. As Skills Academy values education and cares about our students, your completion award will be sent to you via courier so that you receive it as soon as possible and without any delays.

How is this course assessed?

In order to complete this course successfully, learners will be expected to complete specific assignments AND/OR a Portfolio of Evidence (PoE). There are no exams for this course.

Course Information:

Programme Type:	Provider Programme
Award Type:	Skills Academy Certificate
Accredited By:	Skills Academy
SAQA ID:	Not Applicable
NQF Level:	Not Applicable
Course Duration:	Up to 8 Months
Entrance Criteria:	Grade 10 AND Must be able to read and write in English Learners must be at least 16 years of age

Advanced Certificate in Medical Office Receptionist

Welcome to the Skills Academy Advanced Certificate Medical Office Receptionist

In this course you'll learn the language of Business English, successfully communicate face to face with patients and co-workers on a daily basis, and gain knowledge of how a Medical Office is run in terms of its management.

You'll learn technical medical topics like 'Anatomy and Physiology' (the structure, function and relationship between your body parts) and Medical Studies MS101 (dealing with diagnosing medical disorders and diseases) - the 1st level of our Medical Studies subjects. Added on to this course is the second level of our Medical Studies subjects and deals emergency situations and mental illness.

The Skills Academy Advanced Certificate in Medical Office Receptionist consists of the following subjects:

1. Introduction to Business English
2. Face to Face Communication
3. Medical Office Management
4. Anatomy and Physiology
5. Medical Studies MS101
6. Medical Studies MS102

What certificate will I get?

You will be awarded with a Skills Academy Advanced Certificate in Medical reception. As Skills Academy values education and cares about our students, your completion award will be sent to you via courier so that you receive it as soon as possible and without any delays.

How is this course assessed?

In order to complete this course successfully, learners will be expected to complete specific assignments AND/OR a Portfolio of Evidence (PoE). There are no exams for this course.

Course Information:

Programme Type:	Provider Programme
Award Type:	Skills Academy Short Course Certificate
Accredited By:	Skills Academy
SAQA ID:	Not Applicable
NQF Level:	Not Applicable
Course Duration:	Up to 4 Months
Entrance Criteria:	Grade 10 AND Must be able to read and write in English Learners must be at least 16 years of age



Skills Academy Secretarial Courses in Professional Secretary

As a professional secretary you will be handling great responsibility; this means a lot of job satisfaction and a great reputation. You will be held in high regard as someone who contributes to the smooth functioning of your organisation.

Here are our courses on offer:

- Professional Secretary Short Course
- Professional Secretary Proficiency Certificate

Short Course Certificate in Professional Secretary

Welcome to the Skills Academy Short Course Certificate in Professional Secretary

The professional secretarial courses aim to equip you with the necessary knowledge and skills to operate efficiently in an office environment. You will learn to perform various secretarial duties and how to communicate with executives and clients in a professional manner.

Businesses require the services of professional secretaries, as they are the first person of contact when a client phones in or walks through the door. Want to become a professional secretary, but lack the knowledge and skills?

The Skills Academy Short Course Certificate in Professional Secretary consists of the following subjects:

1. Introduction to Business English
2. Computer Practice
3. Excellence in Service: Basic

How is this course assessed?

Your course is assessed by means of continual evaluation. This means that you do coursework and/or assignments and/or home tests that you send to us so that we can mark your work. When you have successfully completed all your home assignments/coursework/tests, then Skills Academy will issue you with your Skills Academy Certificate.

Course Information:

Programme Type:	Provider Programme
Award Type:	Skills Academy Short Course Certificate
Accredited By:	Skills Academy
SAQA ID:	Not Applicable
NQF Level:	Not Applicable
Course Duration:	Up to 6 Months
Entrance Criteria:	Grade 10 AND Must be able to read and write in English Learners must be at least 16 years of age

Proficiency Certificate in Professional Secretary

Welcome to the Skills Academy Proficiency Certificate Professional Secretary

This Professional Secretary Proficiency Certificate will equip you with expert organisational skills so you can complete administrative tasks quickly and efficiently. You will also learn how to manage basic financial tasks; financial statements, balance sheets and budgeting.

These skills will prepare you for a professional secretarial position and show employers that you are competent for the job.

The Skills Academy Proficiency Certificate in Professional Secretary consists of the following subjects:

1. Introduction to Business English
2. Computer Practice
3. Excellence in Service: Basic
4. Business Etiquette
5. Financial Management: Basic
6. Organisational Skills

How is this course assessed?

Your course is assessed by means of continual evaluation. This means that you do coursework and/or assignments and/or home tests that you send to us so that we can mark your work. When you have successfully completed all your home assignments/coursework/tests, then Skills Academy will issue you with your Skills Academy Certificate.

Course Information:

Programme Type:	Provider Programme
Award Type:	Skills Academy Certificate
Accredited By:	Skills Academy
SAQA ID:	Not Applicable
NQF Level:	Not Applicable
Course Duration:	Up to 12 Months
Entrance Criteria:	Grade 10 AND Must be able to read and write in English Learners must be at least 16 years of age

Skills Academy

Secretarial Courses in Personal Assistant

Learn the skills needed to be a well-paid, life-saving Personal Assistant. As a Personal Assistant, you help your boss to perform at his best; while you take care of things like travel arrangements and scheduling of appointments.

Don't think of this as only a lower level position that you'll be in forever. You get to closely study everything about what someone in an upper-management position does. So you can have an edge on what to do and what not to do if you ever decide to step into such a position yourself.

Here are our courses on offer:

- Personal Assistant Short Course
- Personal Assistant Proficiency Certificate

Short Course Certificate in Personal Assistant

Welcome to the Skills Academy Short Course Certificate in Personal Assistant

The personal assistant short course and proficiency certificates provide you with different professional skills needed to provide reception and administrative assistance to companies. You will learn about professional communication and conduct, how to provide good client service and how to use the computer for business purposes.

Knowing how to effectively communicate on behalf of your boss is one of the most important aspects of your job. It is therefore important that you have communication and computer skills at a high level. Keeping up to date with the latest office technology and software programmes makes your work life easier and presents a professional and highly competent image.

The Skills Academy Short Course Certificate in Personal Assistant consists of the following subjects:

1. Introduction to Business English
2. Communication Skills
3. Computer Practice

How is this course assessed?

In order to complete this course successfully, learners will be expected to complete specific assignments AND/OR a Portfolio of Evidence (PoE). There are no exams for this course.

Course Information:

Programme Type:	Provider Programme
Award Type:	Skills Academy Certificate
Accredited By:	Skills Academy
SAQA ID:	Not Applicable
NQF Level:	Not Applicable
Course Duration:	Up to 6 Months
Entrance Criteria:	Grade 10 AND Must be able to read and write in English Learners must be at least 16 years of age

Proficiency Certificate in Personal Assistant

Welcome to the Skills Academy Proficiency Certificate in Personal Assistant

As a personal assistant, your professionalism and organisational abilities are a direct reflection on your employer and it is therefore necessary that you conduct yourself with the utmost care, tact and consideration for the people you encounter on a daily basis.

Our Personal Assistant Proficiency Certificate teaches you to organise, coordinate and schedule business meeting and events and helps you be the professional face of your company.

The Skills Academy Proficiency Certificate in Personal Assistant consists of the following subjects:

1. Introduction to Business English
2. Office Communication
3. Excellence in Service: Basic
4. Computer Practice
5. Business Etiquette
6. Organisational Skills

How is this course assessed?

In order to complete this course successfully, learners will be expected to complete specific assignments AND/OR a Portfolio of Evidence (PoE). There are no exams for this course.

Course Information:

Programme Type:	Provider Programme
Award Type:	Skills Academy Short Course Certificate
Accredited By:	Skills Academy
SAQA ID:	Not Applicable
NQF Level:	Not Applicable
Course Duration:	Up to 12 Months
Entrance Criteria:	Grade 10 AND Must be able to read and write in English Learners must be at least 16 years of age

Skills Academy

Secretarial Courses in Receptionist Courses

As a receptionist you do more than just answer phones; you are the backbone of the office. You look after, sort out and share documents with everyone in the office. You work with different organisations at the same time - taking on all of this responsibility makes you highly skilled. And since you're working with different departments in the company, you will find that many doors start to open for you in many fields.

Here are our courses on offer:

- Receptionist Short Course
- Receptionist Proficiency Certificate

Short Course Certificate in Receptionist

Welcome to the Skills Academy Short Course Certificate in Receptionist

The Receptionist Short Course gives you the basics of what you need to know in order to be an effective receptionist.

Here you'll learn the skills of understanding and communicating in Business English, how to communicate in the office and the ins and outs of speaking over the telephone.

The Skills Academy Short Course Certificate in Receptionist consists of the following subjects:

1. Introduction to Business English
2. Office Communication
3. Telephone Skills

How is this course assessed?

In order to complete this course successfully, learners will be expected to complete specific assignments AND/OR a Portfolio of Evidence (PoE). There are no exams for this course.

Course Information:

Programme Type:	Provider Programme
Award Type:	Skills Academy Short Course Certificate
Accredited By:	Skills Academy
SAQA ID:	Not Applicable
NQF Level:	Not Applicable
Course Duration:	Up to 6 Months
Entrance Criteria:	Grade 10 AND Must be able to read and write in English Learners must be at least 16 years of age

Proficiency Certificate in Receptionist

Welcome to the Skills Academy Proficiency Certificate in Receptionist

In this course you'll learn the skills of understanding and communicating in Business English, how to communicate in the office and the ins and outs of speaking over the telephone.

This course improves on our previous short course by adding on skills that teach you excellence in service to the many people you will be working with. You'll also learn the highly important skills like computer practice and organisational skills.

The Proficiency Certificate in Receptionist consists of the following subjects:

1. Introduction to Business English
2. Office Communication
3. Excellence in Service: Basic
4. Computer Practice
5. Telephone Skills
6. Organisational Skills

How is this course assessed?

In order to complete this course successfully, learners will be expected to complete specific assignments AND/OR a Portfolio of Evidence (PoE). There are no exams for this course.

Course Information:

Programme Type:	Provider Programme
Award Type:	Skills Academy Certificate
Accredited By:	Skills Academy
SAQA ID:	Not Applicable
NQF Level:	Not Applicable
Course Duration:	Up to 12 Months
Entrance Criteria:	Grade 10 AND Must be able to read and write in English Learners must be at least 16 years of age

Why choose Skills Academy?



We are the only College where you pay less if you study faster

If you finish your course fast, then you pay less. If you register for a twelve-month course, but you finish in ten months, then you don't pay for the last two months.



Great academic support and we keep you motivated

- You can call us, email us or chat to your lecturer in your online study group. We will respond on the same day if you submit a request or query before 3 in the afternoon.
- You have unlimited access to your tutor. Studies have shown that students who engage with their tutor and ask questions during their studies perform better in the exams.
- Fast Marking and Feedback - we make sure you are fully prepared for the exams.
- Your assignments are marked within a week. And you get useful and detailed feedback from your Tutors.
- Your Study Plan tells you which questions, progress tests and mock exams you must do. And when you must do them.



Study Debt?

We are the only college where you can study with monthly payments, and when you get your Certificate you STOP paying us. So you walk away with your Certificate and ZERO study debt.

We love helping students

We work at Skills Academy because we love helping students. We often ask for their feedback, and here are some of those comments:



"My tutor was always there for me when I needed help"
Tim Johnson

"I always get in touch with Skills Academy and their response is excellent"

Erik Williams

"I am happy that you guys constantly send SMSes and emails to offer help... thanks for caring so much"

Nathan Jones

How do I register at Skills Academy?

At Skills Academy we want to make your life as easy as possible and registering with us is a quick and paperless process.

You can register in one of two ways:

Option 1

Phone us on 0800 39 00 27 to speak to a friendly Student Registrar. You can complete your registration on the phone, no paper work needed.

Option 2

Visit the following page on our website to complete a free online registration process. <https://www.skillsacademy.co.za/registration-form/>. You simply complete the online form and submit – it's as easy as that!

Option 3

We now offer a WhatsApp contact facility that makes applying of your studies and making queries that much simpler. You can start changing your future instantly! Our WhatsApp number is 0823188892



Call us on 0800 39 00 27
Register Today and Start
Studying in Only Three Days



Success Story

“The course I did will definitely improve my life; it's something I like and I can work myself up to get a better position. It definitely boosted my self-esteem. It feels like I've reached something in life.”

-Zanelee Feyt-

SKILLS

ACADEMY

What Subjects Should I Take?

How do I Make my Decisions?

What are my Options?

 **Call us on 0800 39 00 27**
For advise from our friendly Course Expert