



SKILLS

ACADEMY

SUPPORTED LEARNING

**Management
Courses
Brochure**

**THE
SMART
CHOICE**
for your education

www.skillsacademy.co.za

What We Believe

At Skills Academy we believe in second chances. Everyone deserves quality education, no matter their educational background. But not everyone has access to learning institutions like colleges and universities, and we bridge that gap by providing courses via distance learning.

We offer fully accredited courses backed by prestigious institutions like ICB, CIMA, Saiosh, FASSET and QCTO.

Our courses are quality assured. We offer accredited courses and non-accredited programmes that are designed by industry professionals. Each of our programmes are crafted to give students the skills and knowledge to step into the workplace with confidence.

An Open Access entry system gives those who never finished school a second chance to get the career and education they deserve. You can get started with as little as grade 10 for an accredited course, and no prior learning experience is needed for non-accredited courses.



Why Study With Us

Open Access Entry System

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

Together We Pass Study Groups

Get free access to the Together We Pass learning platform where you can interact with students studying the same course as you.

Flexible Payment Options

We offer flexible payment solutions to fit every pocket. Don't pay when you're not studying.

Finish Fast Pay Less

Finished your course early? You don't have to pay for the months that you aren't studying.

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.

30 Day Money Back Guarantee

If you're not satisfied with our courses or services, you may apply to get all your money back within the first 30 days you have registered to study with us.

Quality Student Support

Quickly resolve your study or account related queries without any hassles. Our academic support team goes above and beyond to get to you fast.

Sales Management

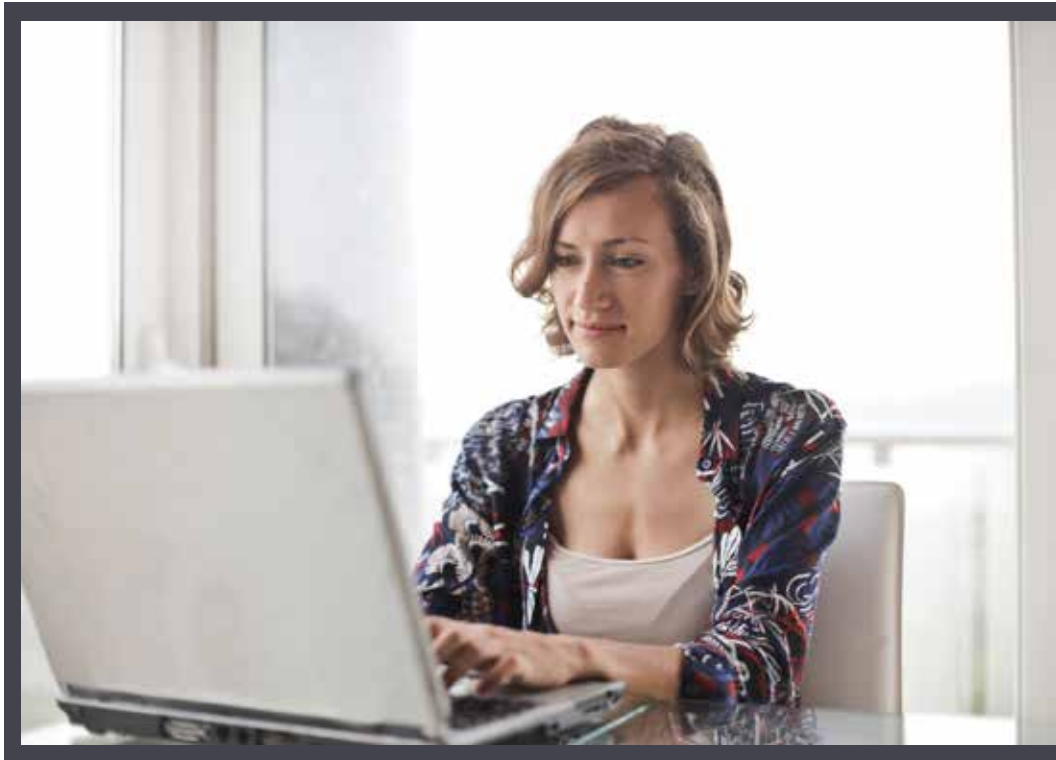
Put your persuasive and people's skills to good use for a career in sales. Every sales team needs a highly motivating leader that will inspire them to reach their sales goals. Think you have what it takes? A course in Sales Management will help you gain skills to successfully lead and recruit a team of sales professionals.

These course are:

Skills Orientated Courses

Open Access. So Anyone can study





Sales Management Career Opportunities

This course is aimed at anyone who wants to advance their career in the sales industry. That includes inexperienced or aspiring salespeople, as well as those already in sales manager roles. You will gain valuable skills that will help you climb the corporate ladder.

Careers:

- Sales Manager
- Account Manager
- Regional Sales Manager

Available Courses

Skills academy offers a range of courses to fit your needs. These range from short courses, which last 4 months, to comprehensive courses which you can complete in 12 months.

Whatever you choose, you can rest assured that you'll receive the best support available from start to finish.



Sales Management Short Course

Duration:
4 months

This course serves as your introduction to sales management. Learn the basics of sales and become more confident in your communication skills.

Subjects:

- Introduction to Business English
- Sales Skills Basic
- Face-to-Face Communication

Sales Management Certificate Course

Duration:
8 months

Go a little deeper and learn more about customer satisfaction and strategic decision making with this second-level course. This course can be completed in 8 months.

Subjects:

- Introduction to Business English
- Customer Satisfaction
- Face-to-Face Communication
- Strategic Decision Making
- Sales Skills Basic

Sales Management Comprehensive Course

Duration:
12 months

Become a sales expert by studying this final level course. Gain advanced sales skills and learn more about telemarketing in the span of 12 months.

Subjects:

- Introduction to Business English
- Strategic Decision Making
- Face-to-Face Communication
- Sales Skills Advanced
- Sales Skills Basic
- Telemarketing Tips from A - Z
- Customer Satisfaction

Call Centre Management

Expand on your leadership qualities and improve your business communication skills with this call center management course. Equip yourself with the skills and knowledge you need to take your career to the next level.

These course are:

Skills Orientated Courses

Open Access. So Anyone can study





Call Centre Management Career Opportunities

The call centre industry is flourishing. That's why this course is to give you the skills you need to start a successful career. This will be perfect if you have just matriculated or even if you are looking to venture into a new career path.

Careers:

- Call Centre Team Leader
- Call Centre Manager
- Sales Operations Manager

Available Courses



Call Centre Management Short Course

Duration:
4 months

This will be your introductory course into call center management. With this course you will gain the basic skills and knowledge that are needed in this career.

Subjects:

- Introduction to Business English
- Face-to-Face Communication
- Call Centre Concepts

Call Centre Management Certificate Course

Duration:
8 months

With this second level to call centre management. You'll dive deeper into customer service, management performance and communication.

Subjects:

- Introduction to Business English
- Face-to-Face Communication
- Call Centre Concepts
- Customer Satisfaction
- Call Centre Concepts

Call Centre Management Comprehensive Course

Duration:
12 months

This is the final step you need to take to becoming a professional call centre manager. Experience a skills focused and knowledge balance approach to learning all within 12 months.

Subjects:

- Introduction to Business English
- Face-to-face Communication
- Call Centre
- Managing Performance
- Call Centre Concepts
- Office Management

Supply Chain Management

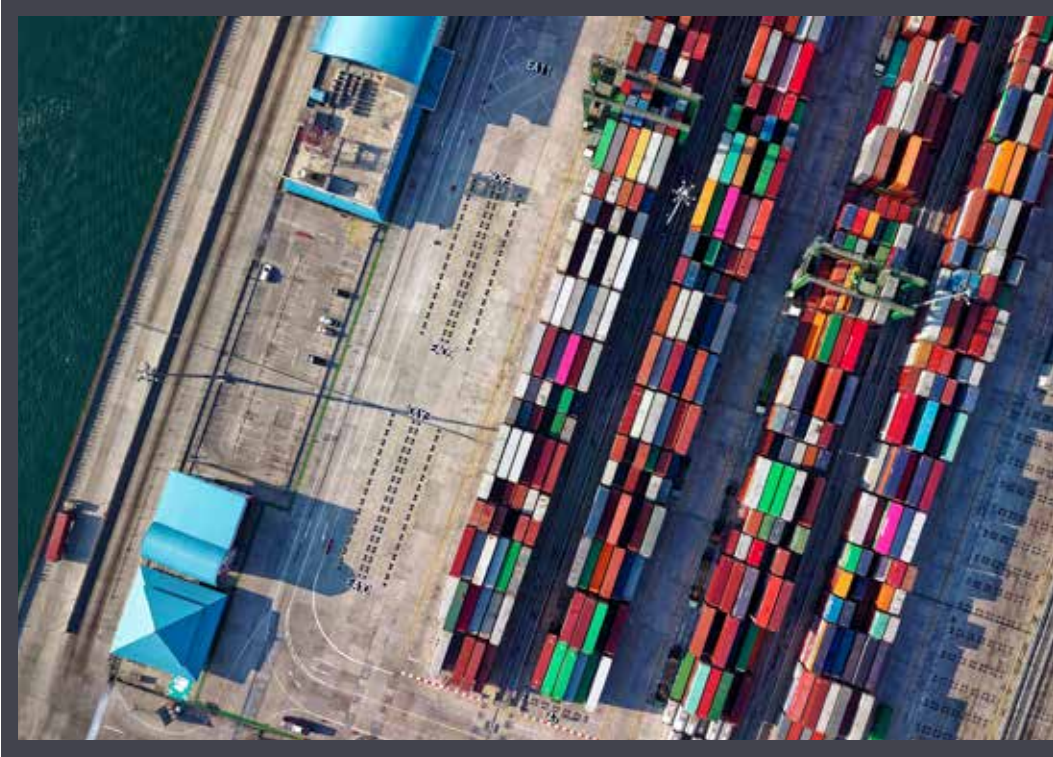
Interested in learning more about the supply and demand process? This Supply Chain Management programme is made up of three courses and aims to provide students with the necessary skills and knowledge. This can be useful in building a successful career in the industry.

These course are:

Skills Orientated Courses

Open Access. So Anyone can study





Supply Chain Management Career Opportunities

Supply chain and logistics management is an essential part of any company. Due to this, there will always be a demand for workers in this industry. If you are looking for a job in an industry that will offer you many work opportunities, consider this career choice.

Careers:

- Supply Chain Manager
- Distribution Manager
- Procurement Manager

Available Courses



Supply Chain Management Short Course

Duration:
4 months

Get an introduction to supply chain management and logistics with this short course. Learn about the essential concepts and processes involved in the supply and demand of goods and services career.

Subjects:

- Introduction to Business English
- Business Communication
- Supply Chain Essentials

Supply Chain Management Certificate Course

Duration:
8 months

Build on the knowledge and skills you learnt in the previous short course and gain an even better understanding of the topic. Learn how to manage projects and the distribution of goods.

Subjects:

- Introduction to Business English
- Business Communication
- Supply Chain Essentials
- Project Management: Basics
- Supply Chain and Logistics Management 1

Supply Chain Management Comprehensive Course

Duration:
12 months

Get in depth knowledge on what it takes to manage the movement and storage of goods. You can gain basic financial management and organisational skills as well.

Subjects:

- Introduction to Business English
- Business Communication
- Supply Chain Essentials
- Project Management: Basics
- Organisational Skills
- Supply Chain and Logistics Management 1
- Supply Chain and Logistics Management 2
- Financial Management: Basics

Risk Management

Do you have an analytical mind and love solving problems? Then a career in Risk Management is perfect for you. As a Risk Manager, you will make sure your business operates ethically and you will help prevent the business from facing major losses. Risk Management Courses will help you identify, measure, prevent and minimise risks and loss.

These course are:

Skills Orientated Courses

Open Access. So Anyone can study





Risk Management Career Opportunities

Gain rare and sought after skills with a Risk Management course. This course prepares you for a rewarding career in finance and insurance. Although the subjects are specific to perform duties as a Risk Manager, you may apply those skills to other jobs.

Careers:

- Risk Manager
- Underwriter
- Insurance Manager

Available Courses



Risk Management Short Course

Duration:
4 months

This introductory course covers the basics and will lay the foundation for your risk management career. Become skilled in report writing and learn about risk management.

Subjects:

- Introduction to Business English
- Introduction to Risk Management
- Report Writing

Risk Management Certificate Course

Duration:
8 months

Further your education and broaden your knowledge on different concepts. This second level course covers everything you need to know about operational risk management.

Subjects:

- Introduction to Business English
- Introduction to Risk Management B
- Introduction to Risk Management A
- Operational Risk Management B
- Operational Risk Management A

Risk Management Comprehensive Course

Duration:
12 months

This is the third and final level of our Risk Management programme. After completion, you will be well versed risk management, criminal procedure and investigative auditing.

Subjects:

- Introduction to Business English
- Operations Risk Management
- Report Writing
- Criminal Procedure
- Introduction to Risk Management
- Investigative Auditing
- Approaches to Risk Management

Retail Management

Experience the thrill of improving people's lives for the better with retail therapy! Scoop up invaluable skills such as excellent customer service and problem solving skills to help become the best at retail management. Want to know how? Sign up for our Retail Management Courses and take the world of retail by storm.

These course are:

Skills Orientated Courses

Open Access. So Anyone can study





Retail Management Career Opportunities

Looking for career opportunities in retail management? Whether you are experienced in retail management or not, these courses cater to you. A career in retail can be quite challenging but with the right skills and education, you can excel in it.

Careers:

- Store Manager
- Branch Manager
- Store Stylist

Available Courses



Retail Management Short Course

Duration:
4 months

Boost the sales and profitability of the retail business with this course. It's ideal for those who want to gain a new insight into the world of retail.

Subjects:

- Introduction to Business English
- Customer Relations Management
- Build and Close The Sale

Retail Management Certificate Course

Duration:
8 months

This course is ideal for improving your basic communication skills as well as your knowledge of the Retail industry.

Subjects:

- Introduction to Business English
- Customer Relations Management
- Build and Close The Sale
- Preventing loss
- Stocking the Shelves

Retail Management Comprehensive Course

Duration:
12 months

Want to become an expert in retail management? Then this course is tailor-made for you! It gives you superior knowledge of handling retail merchandise for maximum profit.

Subjects:

- Introduction to Business English
- Customer Relations Management
- Build and Close The Sale
- Preventing loss
- Stocking the Shelves
- Quality Management
- Strategic Decision Making

Customer Relations Management

Put your communication and customer service skills to the test. Learn the tricks of the trade of building successful relationships between customers and your company. Customer Relations Courses will teach you about satisfying the needs of current customers, and improving your skills to attract potential clients.

These course are:

Skills Orientated Courses

Open Access. So Anyone can study





Customer Relations Management Career Opportunities

If you have excellent communication and customer service skills, you should consider enrolling for this course. Not only does it improve your skills, it provides you with more job opportunities, ensuring a successful career.

Careers:

- Customer Relations Manager
- Customer Relations Consultant
- Sales Manager

Available Courses



Customer Relations Management Short Course

Duration:
4 months

Take the first step in improving your customer relations skills. This short course will teach you the basic communication and customer satisfaction skills.

Subjects:

- Introduction to Business English
- Face-to-face Communication
- Customer Satisfaction

Customer Relations Management Certificate Course

Duration:
8 months

Improve your customer service and communication skills while learning the basics of customer relations management.

Subjects:

- Introduction to Business English
- Face-to-face Communication
- Customer Satisfaction
- Excellence in Service: Basic
- Customer Relations Management

Customer Relations Management Comprehensive Course

Duration:
12 months

Advance your skills in customer relations with this final level course. Become a pro in managing conflict while providing quality service to you clients.

Subjects:

- Introduction to Business English
- Face-to-face Communication
- Customer Satisfaction
- Excellence in Service: Basic
- Customer Relations Management
- Conflict Management
- Managing Quality Customer Service

Production and Operations Management

The aim of every business is to ensure that the customer leaves feeling happy and satisfied. Production and Operations Management aims to do just that. Production and operation management turns raw materials into goods or material. This is done to meet the needs of customers. The main aim is to make sure the process is run smoothly and at an efficient cost.

These course are:

Skills Orientated Courses

Open Access. So Anyone can study





Production and Operations Management Career Opportunities

These courses will give you all the skills you need to work in the productions and operations industry. Improved skills increase your chances of getting work, earning more and progressing your career.

Careers:

- Production Manager
- Operations Manager
- Quality Assurance Manager

Available Courses



Productions and Operations Management Short Course

Duration:
4 months

This course is perfect for students who are aiming to work in manufacturing and service industries. It serves as an introductory course for those who wish to pursue a career in productions/operations of a business.

Subjects:

- Introduction to Business English
- Production and Operations Management
- Project Management: Basics

Productions and Operations Management Certificate Course

Duration:
8 months

Give yourself an added edge in your career, and build on the existing skills and knowledge you already have.

Subjects:

- Introduction to Business English
- Business Communication
- Production and Operations Management
- Supply Chain Management Essentials
- Project Management: Basics

Productions and Operations Management Comprehensive Course

Duration:
12 months

This course will give a comprehensive and detailed training on Production and Operations Management.

Subjects:

- Introduction to Business English
- Supply Chain Management Essentials
- Production and Operations Management
- Financial Management Basics
- Business Management
- Organisational Skills
- Project Management Basics

Management Assistant Courses

Management Assistants help managers oversee employers and ensure operations run smoothly. Our management assistant courses will teach you about managerial tasks and duties like planning meetings, helping customers and managing employees.

These course are:

Skills based and prepare you for the work environment





Management Assistant Career Opportunities

Our courses are designed to get you work ready. These management assistant courses will kickstart your career.

Careers:

- Receptionist
- Office administration
- Personal assistant

Available Courses

IMPORTANT:
These courses require matric or equivalent to enrol.



Management Assistant N4

Duration:
12 months

This course will teach you the basics you need to know and acts as an introductory course. You will learn all the basic skills you need as a management assistant.

Subjects:

- Introductory Information Processing N4
- Computer Practice N4
- Communication N4
- Office Practice N4

Management Assistant N5

Duration:
24 months

This is the second step in obtaining your National Diploma. You will not be learning any new subjects, but simply building on the information you obtained in the N4 Management Assistant Course.

Subjects:

- Communication N5
- Office Practice N5
- Information Processing N4
- Computer Practice N4

Management Assistant N6

Duration:
36 months

This course will give a comprehensive and detailed training on Production and Operations Management.

Subjects:

- Communication N4
- Office Practice N4
- Introductory Information Processing N4
- Computer Practice N4
- Communication N5
- Office Practice N5
- Information Processing N5
- Computer Practice N5
- Office Practice N5
- Public Relations N5
- Information Processing N6

ICB Business Management

Think you have what it takes to manage a business successfully? Then our accredited ICB Business Management Courses are just for you. Put your leadership, creativity and problem-solving skills to the test and learn how to lead your staff and projects effectively.

These course are:

Skills Orientated Courses

Open Access. So Anyone can study





ICB Business Management Career Opportunities

The skills learnt through ICB Business Management can be used within any company. So the career opportunities in this course are endless. With enough determination and motivation, you can soon have a successful career.

Careers:

- Business Manager
- Account Manager
- Supply Chain Manager

Available Courses



Small Business Financial Management Certificate

Duration:
12 months

This entry level course will have you climbing the corporate ladder in no time. This course will teach you the basics of bookkeeping, and have a clear understanding on business literacy.

Subjects:

- Introduction to Business English
- Bookkeeping to Trial Balance
- Business Management 1
- Business Literacy

Business Management Office Admin Higher Certificate

Duration:
27 months

Learn how to take care of finances as well as staff related issues with this course. You will also gain skills on how to do marketing and gaining knowledge on office and legal practices.

Subjects:

- Introduction to Business English
- Business Management 1
- Bookkeeping to Trial Balance
- Business Literacy
- Office and Legal Practice
- Business Management 2
- Marketing Management and Public Relations
- Financial Statements
- Human Resource Management and Labor Relations

Business Management Financial Accounting Diploma

Duration:
36 months

Lead your business to success with our advanced Business Management Course that teaches you about financial management and various practices and frameworks.

Subjects:

- Introduction to Business English
- Business Management 1
- Bookkeeping to Trial Balance
- Business Literacy
- Office and Legal Practice
- Business Management 2
- Marketing Management and Public Relations
- Financial Statements
- Human Resource Management and Labor Relations
- Business Management 3
- Financial Management and Control
- Financial Reporting and Regulatory Frameworks
- Research Theory and Practice

How To Register



WE MAKE IT EASY TO GET STARTED.

We keep our registration process as simple as possible so that you can get started on what matters. Your studies are our priority and we understand that the sooner you can start, the better it is for you.

Complete Your Registration In 4 Easy Steps.

There are two ways you can register for our courses.

Option 1: Online

Step 1: Go to <https://skillsacademy.co.za/>

Step 2: Click on “Contact Us”

Step 3: Fill in the form with all the required details

Step 4: One of our consultants will get back to you to help your
with your application.

Option 2: Telephone

You can also call us

toll-free on 0800 39 00 27

and one of our consultants will help
you over the phone.

THAT'S ALL! IT REALLY IS THAT SIMPLE!

Pretoria Office

440 Hilda Street,
Standard Plaza, 5th Floor
Hatfield, Pretoria
South Africa

Cape Town Office

Unit 53B, Mega Park,
C/o Peter Barlow & Mill Streets
Bellville South, Cape Town, 7530
South Africa.



Call us toll-free 0800 39 00 27

We look forward to hearing from you!