



Information Sheet

Short Programme in Office Administration

About the Short Programme

Office administrators are an essential key to the successful functioning of any business. This programme will assist the learner in learning essential skills to become an office administrator. Centurion Academy's programmes are developed to improve critical thinking and as such incorporate a variety of instructional techniques that are used to assist in learning and to assess our student's progress. All short programmes are non-credit bearing.

Who should attend this Programme?

- Receptionists and personal assistants who want to further their careers in office administration.
- People who are currently working as office administrators and want to get a formal qualification.

Admission Requirements

- Grade 10 and proficient in the English language.

Programme Outline

- Plan a storage and retrieval system
- Monitor and Control office supplies
- Handling Petty Cash
- Creating office document templates
- Manage a diary
- Coordinate meetings, events & travel arrangements
- Monitor and control customer service
- Process incoming and outgoing calls
- Monitor the reception area
- Handling difficult customers

Duration

The programme duration is 48 hours and the tuition is face-to-face. Each Centurion Academy campus has a different tuition schedule. Programmes are offered during the week, in the evenings, or on Saturdays. Please enquire at your nearest campus.

Certification

Upon successful completion of the short programme, the student will receive a **Short Programme Certificate in Office Administration** (non-credit bearing) from Centurion Academy.

Further studies

Please talk to a CA programme consultant to assist you with further studies that relate to your personal and specific needs.

