Waterfall
SCHOOL OF BUSINESS

SKILLS CERTIFICATE: OFFICE ADMINISTRATION



FACT SHEET

Faculty of Commerce

Embark on a career in Office Administration with the Waterfall School of Business Skills Certificate: Office Administration. This comprehensive course prepares you for roles such as a secretary or managerial assistant. It equips you with essential technical skills and theoretical knowledge, serving as an excellent introduction to the field.

Enrolling in this course is a good choice if:

- You are currently working in an administrative role and desire to upskill yourself.
- You seek a qualification that offers diverse career opportunities in the business realm.
- You are a business owner looking to enhance your administrative skills.

Choose the Waterfall School of Business Skills Certificate: Office Administration and unlock the door to a successful career in the dynamic field of office administration.

Course code:

CER4019-01

Accreditation status:

This is a non-credit-bearing Short Learning Programme.

Duration:

6 months

Entry requirements:

None

Topics covered:

- Office Administration
- Communication
- Computer Practice
- Personnel Management

Assessments:

- Students are required to complete 1-2 assignment per topic.
- There are no exams for this course.

Type of certificate awarded:

Upon completion of this course, students will be awarded a **Waterfall School of Business Skills Certificate: Office Administration** from **Waterfall School of Business.**

067 234 0252 | 010 070 5365 | info@wsb.edu.za | wsb.edu.za
The Vineyard Cnr Devon Valley & Adam Tas Road Stellenbosch, 7600 | 08:00 – 16:30, Monday - Friday