



**Matric
College**
It Is Not Too Late

**Office
Admin
Courses
Brochure**

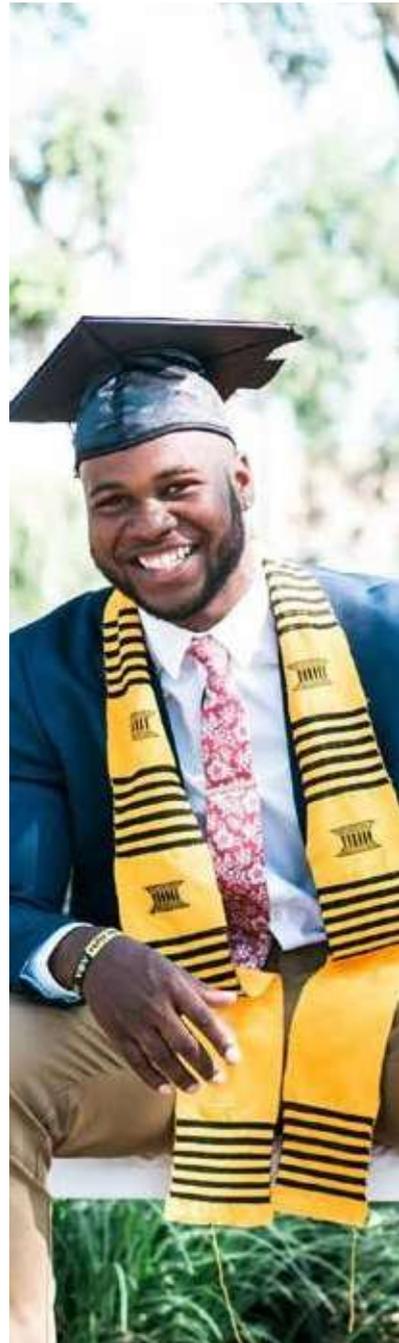
What We Believe

At Matric College 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, Saioch, 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.

Office Administration Courses

Office Administration is the process of overseeing the day-to-day activities of an office. You will be doing financial planning, HR management, recording keeping and administrative duties. Kickstart your career with our Office Administration Courses

Our courses are:

- Skills based and prepare you for the work environment





Office Administration Career Opportunities

There is a range of admin jobs available. Many people enter office admin roles to get their foot in the door for other industries, such as marketing, publishing or PR.

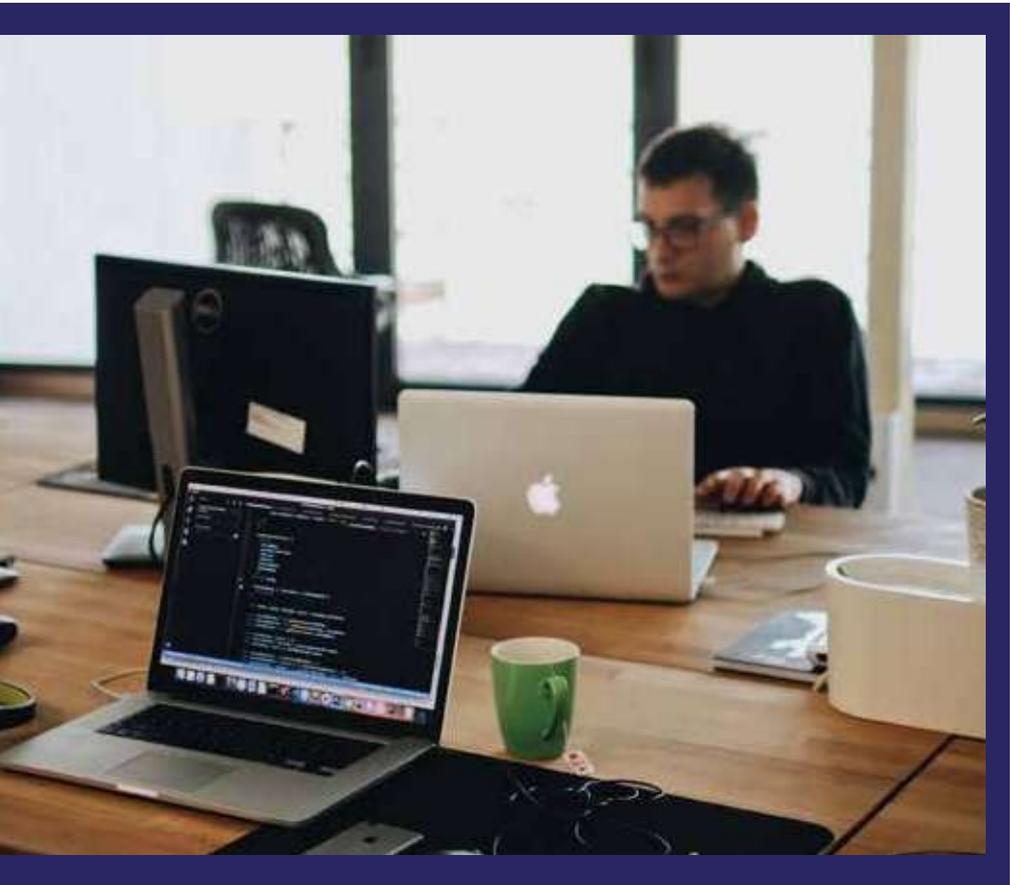
Careers:

- Receptionist
- Admin assistant
- Office manager

Available Courses

These office administration courses are examined by the ICB with support from Matric College Course Experts.

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



Junior Office Administration: ICB National Certificate

Duration:
24 months

This is an introductory course to Office Administration. Learn the basics of administration and boost your skills.

Entrance Requirements: Matric or Equivalent

Subjects:

- Introduction to Business English • Business Literacy
- Business and Office Administration 1 • Business Law and Administrative
- Bookkeeping to Trial Balance Practice
- Marketing Management and Public • Cost and Management Accounting Relations

Office Administration: ICB Higher Certificate

Duration:
4 months

This course digs a little deeper than the National Certificate and gives you a deeper understanding of the ins and outs of office administration.

Entrance Requirements: Office Administration Certificate

Subjects:

- Business and Office Administration 2 • Human Resources Management
- Economics and Labour Relations

Office Administration: Certified Office Manager ICB Diploma

Duration:
8 months

This will be the final step in becoming an office all rounder. Gain comprehensive knowledge and become indispensable in the workplace.

Entrance Requirements: Higher Certificate: Office Administration

Subjects:

- Business and Office Administration 3 • Management
- Financial Statements

Personal Assistant Courses

Do you have excellent communication and organisational skills? Why not become a personal assistant? Our courses will teach you how to become an administrative expert in no time! Learn how to manage diaries, book appointments and take messages the right way.

Our courses are:

- Skills based and prepare you for the work environment
- Open Access - Anyone can study with us at any time.





Personal Assistant Career Opportunities

Studying a personal assistant course can help prepare you for almost any admin-based role. There are many job opportunities available for people who have great admin-related skills.

Careers:

- Personal Assistant
- Admin Assistant
- Receptionist

Available Courses

Matric College 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.



Personal Assistant Short Course

Duration:
6 months

This is an introductory course to Office Administration. Learn the basics of administration and boost your skills.

Subjects:

- Introduction to Business English
- Communication Skills
- Computer Practice

Personal Assistant Certificate Course

Duration:
12 months

Build on what you learnt in the previous course with this one. Get a better understanding of what it entails to become a successful personal assistant.

Subjects:

- Introduction to Business English
- Office Communication
- Excellence in Service: Basic
- Computer Practice
- Business Etiquette
- Organisational Skills

Receptionist Courses

Don't let your organisational and people skills go to waste. Put them to good use when you decide on a career as a receptionist. Your daily duties will include answering phones and filing paperwork. Receptionists need to leave a good impression on clients. Think you have what it takes?

Our courses are:

- Skills based and prepare you for the work environment
- Open Access - Anyone can study with us at any time.





Receptionist Careers

If you have dreams of working in an office environment while performing administrative duties, then this is the path you should take. This course will equip you with all the necessary skills to help you step into a career.

Careers:

- Personal Assistant
- Office Administrator
- Receptionist

Available Courses



Receptionist Short Course

Duration:
6 months

Learn the basics to perform your daily duties as a receptionist. This course covers office communication and excellence in service. After completion, you will have professional communication skills.

Subjects:

- Introduction to Business English
- Office Communication
- Excellence in Service: Basic

Receptionist Certificate Course

Duration:
12 months

Gain essential skills that will get you the job. This course will teach you office communications and time management skills. Once completed, you will know how to work on a computer and answer telephones in a professional manner.

Subjects:

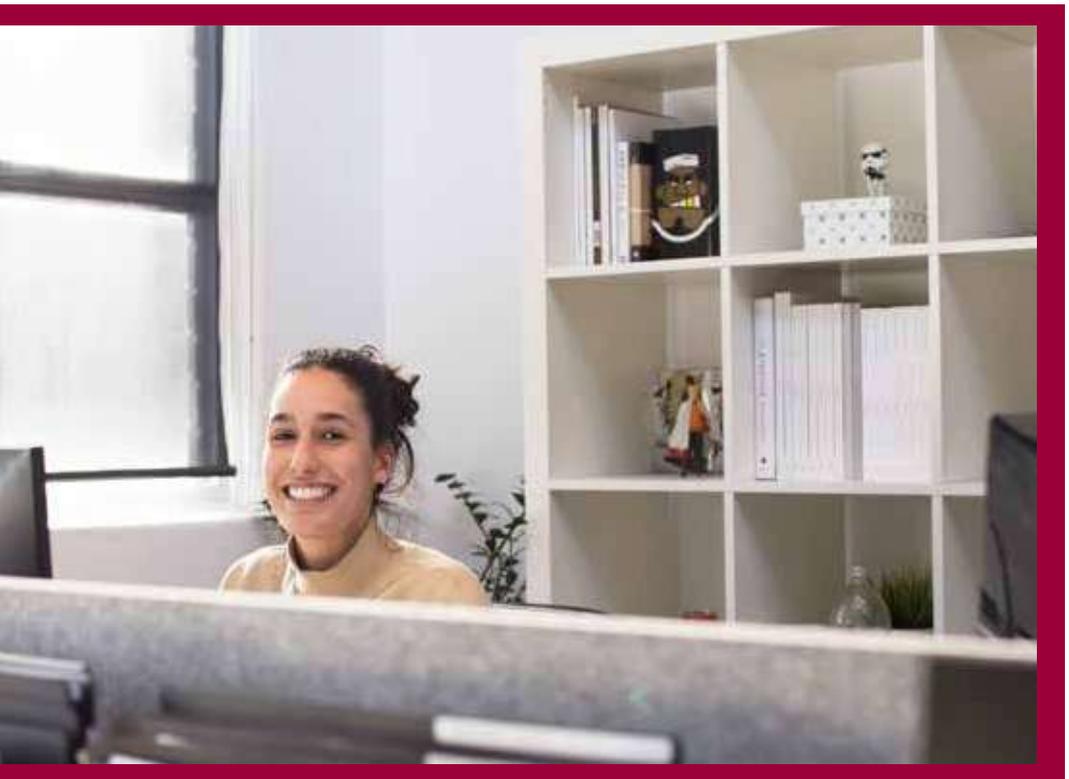
- Introduction to Business English
- Office Communication
- Excellence in Service: Basic
- Computer Practice
- Business Etiquette
- Telephone Skills
- Organisational Skills
- Time management

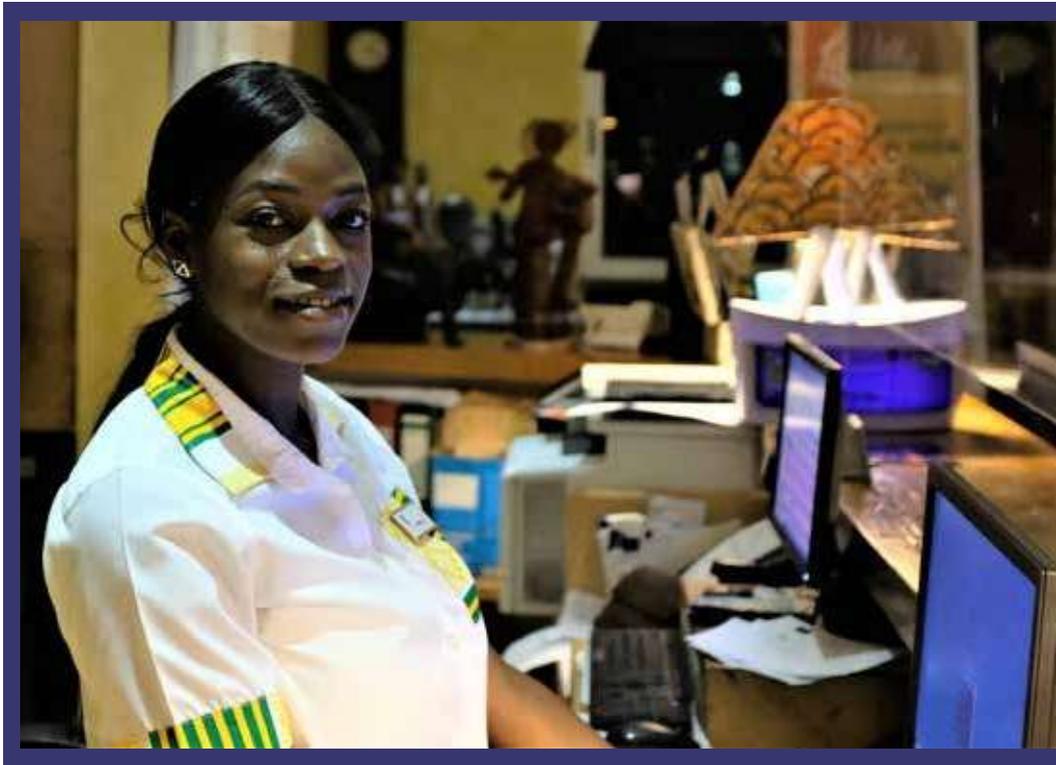
Medical Receptionist Courses

Learn all the skills you need to become a receptionist in the medical field. Our medical receptionist course will teach you how to communicate with patients, as well as maintain an organised office space. Start your successful career today.

Our courses are:

- Skills based and prepare you for the work environment
- Open Access - Anyone can study with us at any time.





Medical Receptionist Career Opportunities

The skills learnt in the medical receptionist courses can be applied to other receptionist and secretarial jobs. This means that you have more career opportunities available to you. If you build on your skills, you could soon have a job as an office administrator.

Careers:

- Medical Receptionist
- Secretary
- Office Administrator

Available Courses



Medical Receptionist Short Course

Duration:
4 months

This entry level course will teach you the basic skills needed to be successful in this field. Here you will learn how to communicate with clients and how to manage the front end of a medical office.

Subjects:

- Introduction to Business English
- Face to Face Communication
- Medical Office Management

Receptionist Certificate Course

Duration:
12 months

As a receptionist in the medical field, you need to have some knowledge on medical procedures and practices to help patients with enquiries. This course will help you do just that.

Subjects:

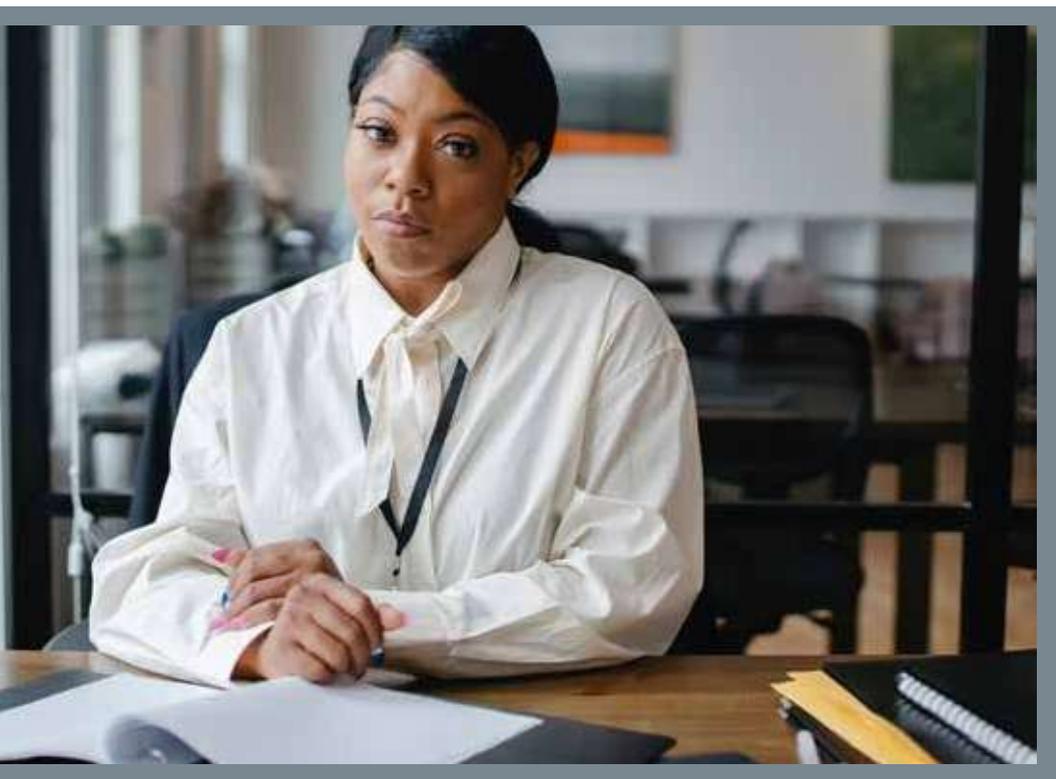
- Introduction to Business English
- Face to Face Communication
- Medical Office Management
- Anatomy and Physiology
- Medical Studies MS101

Legal Secretary

Would you like to run the day-to-day operation of a business office? Then these Secretarial Courses are just what you need. You'll gain the skills and knowledge needed to start off your career and flourish in it.

Our courses are:

- Skills based and prepare you for the work environment
- Open Access - Anyone can study with us at any time.





Legal Secretary Career Opportunities

A career as a legal secretary can be very rewarding. Not only will you contribute to the success of a law firm but you will also contribute to the success of a case. As a legal secretary you can look forward to having a long and prosperous career

Careers:

- Legal Personal Assistant
- Legal Administration Officer
- Legal Secretary

Available Courses



N4 Legal Secretary Course

Duration:
12 months

This N4 Legal Secretary Course is an accredited course that you do from the comfort of your home. Here you will learn about communication skills, you will also learn about the daily office operations of a law office.

Subjects:

- Office Practice N4
- Communication N4
- Information Processing N4
- Mercantile Law N4

N5 Legal Secretary Course

Duration:
12 months

In your N5 Legal Secretary Course you will go through subjects in N4 Legal Secretary and learn new ones at this level. You will learn how to create legal documents, an important skill you will need.

Subjects:

- Office Practice N5
- Communication N5
- Information Processing N5
- Legal Practice N5

N6 Legal Secretary Course

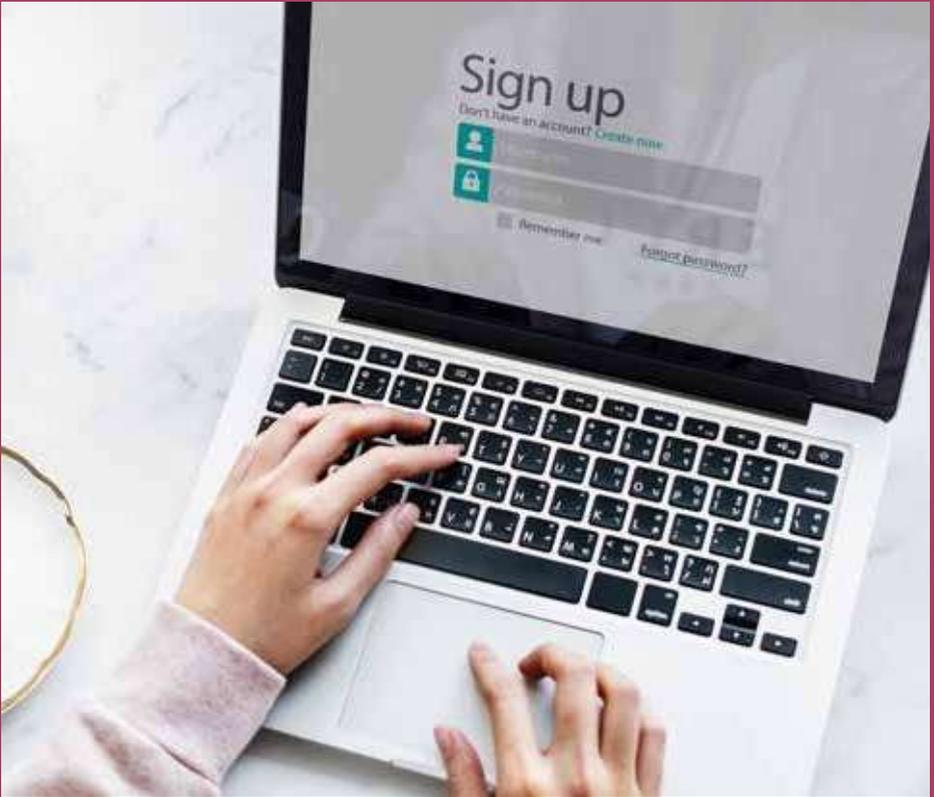
Duration:
12 months

Gain the skills you need to be an accomplished legal secretary with this N6 Legal Secretary Course. In this course you will have an in-depth look into the administrative work you will be doing and information processing.

Subjects:

- Office Practice N6
- Legal Practice N6
- Information Processing N6
- Mercantile Law N6

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.

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We look forward to hearing from you!

Meet Our Course Experts



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