



**CONCEPT INTERACTIVE INSTITUTE**  
business • technology • design • innovation



## **PROFESSIONAL EXECUTIVE AND PERSONAL ASSISTANT CERTIFICATE** (10 MONTHS FULL TIME LECTURES OR DISTANCE)

### **WHAT YOU GET**

Professional Executive and Personal Assistant certificate (Concept Interactive Institute)  
Personnel Management (Concept Interactive Institute)  
Project Management certificate (University of California, Irvine, US)  
Sage Pastel Payroll  
Sage One Accounting  
Travel Administration certificate (SMD Travel and Concept Interactive Institute)  
Social Media for Business certificate (Concept Interactive Institute)

### **INTRODUCTION**

This is a fantastic one year course to gain the skills and insight to support leaders, managers and organisations from a practical hands on point of view.

There is compelling evidence to show that often an executive personal assistant role can be a stepping stone to other roles within an organisation. In some cases PA's have gone on to become CEO's and Managing Directors because they have spent valuable time supporting CEO's and Directors and have witnessed and learned, first hand, the nuts and bolts of how organisations function at the top level.

This course was built in conjunction with our partner recruitment agency as they have had experience for many years placing PAs and Executive Secretaries.

The curriculum is jam packed with top skills that are relevant and needed in the workplace. We believe there is no other curriculum like this in South Africa as it encompasses all aspects of what is needed to "hit the ground running" and immediately add value to any organisation.

Our research team has also taken the time to establish the skills that you will need in order to increase your starting salary, whether you work here in South Africa or in the UK.

You will find these skills listed in our career path.

And finally, the course is both theoretical and practical in nature and includes an Internship module whereby students will be able to work in a company or organisation during studies. This can often be an opportunity for students to display their learned skills and "get a foot in the door".

For more information, please contact a student advisor:  
[info@conceptinteractive.co.za](mailto:info@conceptinteractive.co.za) 021 202 7890  
[www.conceptinteractive.co.za](http://www.conceptinteractive.co.za)

Business Communication  
 Computer Essentials (Word, Excel, PowerPoint, Outlook, Google administration) - Beginner and Intermediate  
 Web Design and Development Essentials (Wordpress)  
 Event Management  
 Meetings and Minutes  
 Office Administration, Systems and Etiquette  
 Health and Safety Essentials  
 Sage One Accounting  
 Sage Pastel Payroll  
 Personnel Management (Recruitment processes, Labour, Conditions of Employment)  
 Travel Administration  
 Project Management  
 Search Engine Optimisation (SEO)  
 Social Media for Business  
 Typing  
 Personal Effectiveness  
 Internship

*Where applicable, students who successfully complete the external certification requirements will be granted additional certifications.*



## ADMISSION REQUIREMENTS

Students are expected to have passed matric or the equivalent (this requirement can be waived in special circumstances). Although subject choice will not detract from qualification entry, the subjects Mathematics, Accounting, Business Studies & English are an advantage.

Students should be able to use basic computer applications and thus should have basic computer literacy. If this is not the case proof of training in basic computer literacy will be required in order to be eligible for this course.

Students who are eligible may apply for RPL.



## LEGISLATIVE MATTERS AND ASSURANCE

The institution is registered as a Private Higher Education Institution by the Department of Higher Education and Training. Reg. No. 2009/HE07/003. The short course, Professional Executive and Personal Assistant certificate is offered outside the HEQSF. As such, the institution follows the Good Practice Guide for Quality management of short courses as stipulated in the CHE September 2016 publication.

Subject content may change from time to time.