

# ICB OFFICE ADMINISTRATION PROGRAMME

I CAN CHOOSE WHAT TO STUDY...

## Be an indispensable all-rounder

This programme is perfect for those of you who want to learn a little bookkeeping, and a lot of all-round office knowledge. By learning about all the elements that contribute to a smooth-running office, you'll be able to help out in just about any department.

## Increase your knowledge – and your responsibilities

As you work your way through this programme's 12 subjects, you'll move up from the Foundation Level through the Intermediate Level and ultimately to the Advanced Level – and achieve their associated NQF qualifications.

This programme is a great choice if you want to help any company run in an organised way. The knowledge you gain in each successive qualification builds on the last, allowing you to take on key functions and increased responsibility in your workplace.

#ICANBE

...helping an office run smoothly

## ENTRY REQUIREMENTS

Grade 12 (Std 10) or equivalent – and you must be at least 16 years of age.  
No prior accounting knowledge needed.

## MY SUBJECTS

- 1 Business and Office Administration 1 (BOA1)
- 2 Bookkeeping to Trial Balance (BKTB)
- 3 Business Literacy (BUSL)
- 4 Marketing Management and Public Relations (MMPR)
- 5 Business Law and Administrative Practice (BLAP)
- 6 Cost and Management Accounting (CMGT)

## WHAT I WILL BE ABLE TO DO

Business communication; bookkeeping up to trial balance; apply your basic knowledge of cost and management accounting; use your basic skills in marketing and public relations, business law and administrative practice.

## WHAT MY TITLE CAN BE

Junior Office Administrator, Receptionist, Office Assistant, Public Relations Officer, Marketing Administrator.

## NQF REGISTERED QUALIFICATION

Certificate: Office Administration  
NQF L5 (SAQA ID: 23618)  
Total credits: 120

## FOUNDATION LEVEL

DURATION: 18 MONTHS

## INTERMEDIATE LEVEL

DURATION: + 9 MONTHS

## ADVANCED LEVEL

DURATION: + 9 MONTHS

Certificate: Office Administration, which consists of the previous 6 subjects.

- 7 Business and Office Administration 2 (BOA2)
- 8 Human Resources Management and Labour Relations (HRLR)
- 9 Economics (ECON)

Apply a range of office administration techniques and economics; perform human resources and labour relations administrative tasks.

Senior Office Administrator, Secretary, General Office Manager, Human Resources Administrator, Labour Relations Administrator.

Higher Certificate: Office Administration  
NQF L5 (SAQA ID: 23619)  
Total cumulative credits: 240

Higher Certificate: Office Administration, which consists of the previous 9 subjects.

- 10 Business and Office Administration 3 (BOA3)
- 11 Financial Statements (FNST)
- 12 Management (MGMT)

Use your advanced knowledge of office administration and management techniques, financial accounting and reporting skills.

Office Manager, Public Relations Manager, Administrative Manager.

Diploma: Office Administration  
NQF L6 (SAQA ID: 35958)  
Total cumulative credits: 360