



G - C I T I C A M P U S

Genesis Community IT Initiative

I-CAN CENTRE

I-CAN CENTRE 268 Halt Road
(Old Multi-Purpose Centre)
Elsies River, 7490
Tel: (021) 202 0596
Fax: (086) 607 3398
Email: reception@g-citi.org
www.i-can.org.za

Programming Title

Office Administration: 2 Months



Description

The 2-Month Office Administration programme provides an opportunity for the learner to acquire progressive knowledge of management techniques, office administration techniques and Business communication skills.

Career Fields

Learners could pursue a career in one of the following career fields:

- Office Administration & Management
- Business | Project Administration

Programme Outline

- IC3 Spark – Digital Literacy (Fundamentals of Computing | MS Word | Excel | PowerPoint, Internet & Email)
- Introduction to Business Entrepreneurship
- Introduction to Project Management
- Introduction to Business Communication
- Understanding the Office Environment

Type of Programme

- Full-Time (Morning) | Part-time (Evening)
- Instructor-led

Duration

- **2 Months**
- 3 Sessions per week | 3 Hours per session (Full-Time - Mornings)
- 3 Sessions per week | 2 Hours per session (Part-Time - Evenings)

Admission Requirements

- Knowledge, comprehension and application of English language at NQF 3/Grade 10 or equivalent.
- Knowledge, comprehension and application of Mathematical Literacy at NQF 3/Grade 10 or equivalent.
- Grade 10

Learner Material

Textbooks are included in the tuition fees.

Pricing (Payment Options on request)

Total

- WAS – R5 830.00 | NOW – R3 500.00

Assessments

Continuous theoretical and practical tasks will assess all objectives and adhere to exam criteria of the learning programme thus preparing the learner for the final exam.

Exams

Exams are assessment based and online through the Sage Pastel, NetAcad and Certiport Portals (Platforms)

Certifications

Upon successful completion of the programme and exam, student will receive International Certification for IC3 Spark Digital Literacy Certification from Certiport, Business Entrepreneurship from NetAcad and Office Administration Certification from G-CITI Campus.