

## Programming Title

## Office Administration – 4 Months



### Description

This programme provides an opportunity for the learner to acquire advanced knowledge of management techniques, office administration techniques, financial accounting and reporting 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 (MS Word | Excel | PowerPoint, Internet & Email)
- Introduction to Project Management
- Introduction to Business Communication
- Understanding the Office Environment
- Introduction to Business Entrepreneurship.
- Pastel Partner Accounting V19

### Type of Programme

- Full-Time / Part-time
- Instructor-led | Blended Learning | Self-Development Study

### Duration

- 4 Months | 3 Sessions per week | 5 Hours per session (Full-Time)
- 4 Months | 3 Sessions per week | 2 Hours per session (Part-Time)

### 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 11 or equivalent.
- Bookkeeping NQF Level 2 qualification or Standard 8/Grade 10 Bookkeeping (Optional)
- Computer Literacy (Optional)

### Learner Material

- Textbooks are included in the tuition fees.

### Pricing (Payment Options on request)

#### Total

- WAS – R14 150.00 | NOW – R8 490.00

### Assessments

An integrated assessment approach, using both formative and summative methods of assessments, is used. Learners must be prepared to allocate additional time every week to complete research projects, assignments or tasks as required.

#### Exams

Exam are assessment based and online through the Sage Pastel portal and Certiport Portal (Platforms)

### Certifications

Upon successful completion of the programme and exam, the student will receive International Certification for IC3 Digital Literacy Certification from Certiport, Pastel Accounting V14 from Sage Pastel and Office Administration Certification from G-CITI Campus