



**Description**

This 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**

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| <ul style="list-style-type: none"> <li>● IC3 Spark – Digital Literacy (Fundamentals of Computing   MS Word   Excel   PowerPoint, Internet &amp; Email)</li> <li>● Introduction to Project Management</li> </ul> | <ul style="list-style-type: none"> <li>● Introduction to Business Communication</li> <li>● Understanding the Office Environment</li> <li>● Introduction to Business Entrepreneurship</li> </ul> |
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**Type of Programme**

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

**Duration**

- 2 Months | 2 Sessions per week | 5 Hours per session (Full-Time)
- 2 Months | 2 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 10 or equivalent.
- Grade 10

**Learner Material**

Textbooks are included in the tuition fees.

**Pricing (Payment Options on request)**

Total

- **WAS – R7 000.00 | 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**

IC3 Spark – Digital Literacy Certification exam is online through the Certiport portal.

**Certifications**

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