

ICB OFFICE ADMINISTRATION PROGRAMME FOUNDATION LEVEL

**REGISTERED QUALIFICATION NAME:
CERTIFICATE:
OFFICE ADMINISTRATION NQF LEVEL 5
SAQA ID 23618 (120 CREDITS)**



This programme is a great choice if you believe in the huge benefits of running any company 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.

You will learn the basics of marketing, bookkeeping as well as all-round office knowledge. As you progress through the programme levels, you will gain advanced knowledge of management techniques, financial accounting and reporting skills and office administration techniques which will enable you to set up, run and manage an efficient office environment. The skills learnt will enable you to help out in just about any department.

This programme is the first level in the ICB Office Administration Programme.

After successful completion of this programme, you will be able to do the following:-

- 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

CAREER OPPORTUNITIES

- Junior Office Administrator
- Receptionist
- Office Assistant
- Public Relations Officer
- Marketing Administrator

ENTRANCE REQUIREMENTS

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

COURSE DURATION

Based on contact hours as determined by the accreditation body and based on HC College course progression structure and schedule:

- Full Time - approximately 13 Months
- Part Time - approximately 1 and a half years
- Distance Learning - approximately 1 and a half years

SUBJECTS

1. Business and Office Administration 1* (OAB1)
2. Bookkeeping to Trial Balance* (BKTB)
3. Business Literacy (BUSL)
4. Marketing Management and Public Relations (OAMM)
5. Business Law and Administrative Practice (OABL)
6. Cost and Management Accounting (CMGT)

ASSESSMENTS

As per the ICB assessment policy. Each course is assessed by the ICB by means of a Portfolio of Evidence where you are required to complete Activities (assignments) and Evaluations (tests) and then complete a final summative assessment (exam) written at an ICB assessment centre.

CERTIFICATION

Certificate: Office Administration NQF Level 5 (SAQA ID 23618)

ICB's qualifications are registered on the National Qualifications Framework (NQF), when learners successfully finish their studies, they are certified by FASSET, who is the sector's Education and Training Quality Assurer (ETQA). ICB will upload learner details and results to the National Learner Records Database. FASSET has the right to verify ICB assessment processes and if they do so, this can mean a delay in your final certification being confirmed.

FURTHER STUDIES

You can further your studies with the ICB Office Administration Programme Intermediate Level – Higher Certificate: Office Administration NQF Level 5 (SAQA ID 23619)