

ICB OFFICE ADMINISTRATION PROGRAMME INTERMEDIATE LEVEL

**REGISTERED QUALIFICATION NAME:
HIGHER CERTIFICATE:
OFFICE ADMINISTRATION NQF LEVEL 5
SAQA ID 23619 (240 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 second level in the ICB Office Administration Programme.

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

- Apply a range of office administration techniques
- Economics
- Perform human resources and labour relations administrative tasks

CAREER OPPORTUNITIES

- Senior Office Administrator
- Secretary
- General Office Manager
- Human Resources Administrator
- Labour Relations Administrator

ENTRANCE REQUIREMENTS

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

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 7 Months
- Part Time - approximately 9 Months
- Distance Learning - approximately 9 Months

SUBJECTS

1. Business and Office Administration 2* (OAB2)
2. Human Resources Management and Labour Relations (OAHR)
3. Economics (OAEC)

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

Higher Certificate: Office Administration NQF L5 (SAQA ID 23619)

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 Advanced Level - Diploma: Office Administration NQF L6 (SAQA ID 35958)