

## ICB OFFICE ADMINISTRATION PROGRAMME

**REGISTERED QUALIFICATION NAME:**

**DIPLOMA:**

**OFFICE ADMINISTRATION NQF LEVEL 6**

**SAQA ID 35958 (360 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 consist of three levels (12 subjects).

1. Foundation Level – Certificate: Office Administration NQF L5 (SAQA ID: 23618)
2. Intermediate Level – Higher Certificate: Office Administration NQF L5 (SAQA ID: 23619)
3. Advanced Level – Diploma: Office Administration NQF L6 (SAQA ID: 35958)

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

- Use your advanced knowledge of office administration and management techniques, financial accounting and reporting skills.

### CAREER OPPORTUNITIES

- Office Manager
- Public Relations Manager
- Administration Manager

## **ENTRANCE REQUIREMENTS**

Your starting point will be determined by your highest qualification achieved. Candidates normally start the qualification from the foundation level.

The entrance requirements for the Foundation Level is as follows:

- 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.

Duration Including Foundation, Intermediate and Advanced Level:

- Full Time - approximately 2 years
- Part Time - approximately 3 years
- Distance Learning - approximately 3 years

## **SUBJECTS**

### **Foundation Level**

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)

### **Intermediate Level**

7. Business and Office Administration 2 (OAB2)
8. Human Resources Management and Labour Relations (OAHR)
9. Economics (OAEC)

### **Advanced Level**

10. Business and Office Administration 3 (OAB3)
11. Financial Statements (FNST)
12. Management (MGMT)

## **ASSESSMENTS**

As per the ICB assessment policy. Each course is assessed by the ICB by means of a Portfolio of Evidence (POE) 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**

Diploma: Office Administration NQF Level 6 (SAQA ID: 35958)

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**

After successful completion of this course, there are several career paths that you may specialize in. Please contact HC College for more information.