

OFFICE ADMINISTRATION



ENTRY REQUIREMENTS

PROGRAM DURATION

OF SUBJECTS

SUBJECTS

Foundation Level (NQF 4)	Intermediate Level (NQF 5)	Advanced Level (NQF 6)
Grade 12 or equivalent. No prior accounting knowledge needed	Completion of the Foundation Level Program	Completion of Intermediate Level Program
18 months	9 months	9 months
7	3	3
<ul style="list-style-type: none"> • Bookkeeping to Trial Balance • Business and Office Administration • Business Literacy A & B • Marketing Management and Public Relations • Business Law and Administrative Practice • Cost and Management Accounting 	<ul style="list-style-type: none"> • Business and Office Administration II • Human Resources Management & Labour Relations • Economics 	<ul style="list-style-type: none"> • Business and Office Administration III • Financial Statements • Management

Foundation Level
(NQF 4)

Intermediate Level
(NQF 5)

Advanced Level
(NQF 6)

QUALIFICATION DETAILS

Certificate: Office
Administration
SAQA ID 23618
120 credits

Higher Certificate: Office
Administration
SAQA ID 23619
240 credits

Diploma: Office
Administration
SAQA ID 35958
360 credits

IS PROGRAM FLEXIBLE TO SUIT THE NEEDS
OF PEOPLE ALREADY IN THE WORKPLACE?

Yes

Yes

Yes

IS PROGRAM FLEXIBLE TO SUIT THE NEEDS OF
PEOPLE ALREADY IN THE WORKPLACE?

Yes

Yes

Yes

CAN I GET TAX REBATES FOR
THIS LEARNERSHIP

- Yes. The workplace could qualify for the following tax deductions on the IT 118 form:
 - Minimum of R 40 000 per person at start or learnership
 - Minimum of R 40 000 per person at end of learnership
 - Note: The rebate increases to R 60 000 per person with a disability certified by a doctor.

- Yes. The workplace could qualify for the following tax deductions on the IT 118 form:
 - Minimum of R 40 000 per person at start or learnership
 - Minimum of R 40 000 per person at end of learnership
 - Note: The rebate increases to R 60 000 per person with a disability certified by a doctor.

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 - Note: The rebate increases to R 60 000 per person with a disability certified by a doctor.

Yes

Yes

Yes

CAN THESE PROGRAMS BE
LINKED TO LEARNERSHIPS?



HOW MUCH STUDY MUST BE UNDERTAKEN?

WHAT CAN I DO ON COMPLETION OF THE PROGRAM?

BESIDES THE INSTITUTE OF CERTIFIED BOOKKEEPERS AND ACCOUNTANTS (ICBA), WHICH OTHER PROFESSIONAL BODIES RECOGNISE THE QUALIFICATION ASSOCIATED WITH THE PROGRAM?

Foundation Level
(NQF 4)

Intermediate Level
(NQF 5)

Advanced Level
(NQF 6)

Each program requires a minimum of:
40 hours per subject in terms of class work
40 hours per subject self-study

Learnership programs require an additional minimum of 20 hours workplace experience per subject

Become an effective office administrator

Master basic bookkeeping

Understand cost accounting principles

Understand marketing & PR principles

Understand the principles of economics

Understand HR principles

Understand management and accounting principles

Apply learning to the real world

A number of professional bodies will consider your membership application. You may have to comply with specific terms and conditions at each professional body.



ICB
INTERNATIONAL
CERTIFICATIONS FOR BUSINESS

