

# OFFICE ADMINISTRATION PROGRAMME

This programme is perfect for those of you who want to learn a little bookkeeping, and a lot of all-round office knowledge. By learning about all the elements that contribute to a smooth-running office, you'll be able to help out in just about any department.

## OFFICE ADMINISTRATOR

18 MONTHS

**Entry requirements**  
Grade 12 (Std 10) or equivalent.

### SUBJECTS

- 1 Business and Office Administration 1 (BOA1)
- 2 Bookkeeping to Trial Balance (BKTB)
- 3 Business Literacy (BUSL)
- 4 Marketing Management and Public Relations (MMPR)
- 5 Business Law and Administrative Practice (BLAP)
- 6 Cost and Management Accounting (CMGT)

### NQF LEVEL

Certificate: Office Administration  
NQF L5 (SAQA ID: 23618)  
Total credits: 120

## SENIOR OFFICE ADMINISTRATOR

+ 9 MONTHS

**Entry requirements**  
Certificate: Office Administration, which consists of the previous 6 subjects.

### SUBJECTS

- 7 Business and Office Administration 2 (BOA2)
- 8 Human Resources Management and Labour Relations (HRLR)
- 9 Economics (ECON)

### NQF LEVEL

Higher Certificate: Office Administration  
NQF L5 (SAQA ID: 23619)  
Total cumulative credits: 240

## ADMINISTRATION MANAGER

+ 9 MONTHS

**Entry requirements**  
Higher Certificate: Office Administration, which consists of the previous 9 subjects.

### SUBJECTS

- 10 Business and Office Administration 3 (BOA3)
- 11 Financial Statements (FNST)
- 12 Management (MGMT)

### NQF LEVEL

Diploma: Office Administration  
NQF L6 (SAQA ID: 35958)  
Total cumulative credits: 360