

Diploma: Office Administration

✓ Career Opportunities

- Office Manager
- Public Relations Manager
- Administrative Manager
- General Office Manager
- Senior Office Administrator

* Students can register for individual modules

**DON'T JUST BE EMPLOYABLE,
BE INDESPENSIBLE**

About the 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 will be able to help out in just about any department.

❓ Admission Requirements

- Grade 12 (Std 10) or equivalent.

📺 Mode of Delivery

- Contact classes / Distance learning

Learning Pathway:

Diploma: Office Administration NQF Level 6 Duration 9 months

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

Higher Certificate: Office Administration NQF Level 5 Duration: 9 months

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

Certificate: Office Administration NQF Level 5 Duration 18 months

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