

Programme Delivery: Distance Study	<b>Certificate:</b> <b>Office Administration</b>	<b>Higher Certificate:</b> <b>Office Administration</b>	<b>Diploma:</b> <b>Office Administration</b>
	<b>NQF L5</b> <b>(SAQA ID: 23618)</b>	<b>NQF L5</b> <b>(SAQA ID: 23619)</b>	<b>NQF L6</b> <b>(SAQA ID: 35958)</b>
<b>Job Titles</b>	<b>Junior Office Administrator, Receptionist, Office Assistant, Public Relations Officer, Marketing Administrator</b>	<b>Senior Office Administrator, Secretary, General Office Manager, Human Resources Administrator, Labour Relations Administrator</b>	<b>Office Manager, Public Relations Manager, Administrative Manager</b>
<b>Learning areas/subjects</b>	<ol style="list-style-type: none"> <li>1. Business and Office Administration</li> <li>2. Bookkeeping to Trial Balance</li> <li>3. Business Literacy</li> <li>4. Marketing Management and Public Relations</li> <li>5. Business Law and Administrative Practice</li> <li>6. Cost and Management Accounting</li> </ol>	<ol style="list-style-type: none"> <li>7. Business &amp; Office Administration 2</li> <li>8. Human Resources Management and Labour Relations</li> <li>9. Economics</li> </ol>	<ol style="list-style-type: none"> <li>10. Business and Office Administration 3</li> <li>11. Financial Statements</li> <li>12. Management</li> </ol>
<b>Pre-qualification</b>	Grade 12 (Std 10) or equivalent – and you must be at least 16 years of age. No prior accounting knowledge needed.	Certificate: Office Administration, which consists of the previous 6 subjects	Higher Certificate: Office Administration which consists of the previous 9 subjects