

**DIPLOMA: OFFICE ADMINISTRATION**  
**NQF L6 (SAQA ID: 35958)**  
**TOTAL CUMULATIVE CREDITS: 360**

This programme is a great choice if you want to help any company run in an organized 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.

**DUTIES:**

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

*Subjects / Learning areas/ Module is a course on its own.*

*Each module has mapping to Unit standards and can be completed as a skills programme for duration of 3 months each, attracting its own statement of result from ICB and certification through BCS Academy. Full programme is 9 months duration with Certification from ICB.*

**Module courses { 3 months each }**

- 1. Business and Office Administration 3 (BOA3)**
- 2. Financial Statements (FNST)**
- 3. Management (MGMT)**

**CAREER OPPORTUNITIES / WHAT YOU CAN DO**

Office Manager, Public Relations Manager, Administrative Manager

**PRE- QUALIFICATION:**

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

**Cost per delegate:** *Refer to price list / courses are on part time or correspondence*

