

**HIGHER CERTIFICATE: OFFICE ADMINISTRATION**  
**NQF L5 (SAQA ID: 23619)**  
**TOTAL CUMULATIVE CREDITS: 240**

Increase your knowledge – and your responsibilities

As you work your way through this programme's 12 subjects, you'll move up from the Foundation Level through the Intermediate Level and ultimately to the Advanced Level and achieve their associated NQF qualifications.

**DUTIES:**

Apply a range of office administration techniques and economics; perform human resources and labour relations administrative tasks.

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 month each }**

- 1. Business and Office Administration 2 (BOA2)**
- 2. Human Resources Management and Labour Relations (HRLR)**
- 3. Economics (ECON)**

**CAREER OPPORTUNITIES / WHAT YOU CAN DO**

Senior Office Administrator, Secretary, General Office Manager, Human Resources Administrator, Labour Relations Administrator.

**PRE- QUALIFICATION:**

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

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

