

<b>Programme Title</b>	Diploma: Office Administration
<b>SAQA ID</b>	35958
<b>NQF Level</b>	6
<b>Credits</b>	360
<b>Duration</b>	9 months
<b>Admission Requirements</b>	Higher Certificate: Office Administration (previous 9 modules) English Proficiency Grade 10 or equivalent No prior accounting knowledge needed
<b>Programme type</b>	Available in Full time and Part time

## Description

The Office Manager is:

- Responsible for organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency
- Use your advanced knowledge of office management techniques, financial accounting & reporting skills & office administration techniques

## Syllabus

<p><b>Subject:</b> Business and Office Administration 3 <b>Duration:</b> 3 Months</p> <ul style="list-style-type: none"> <li>• Office Supplies</li> <li>• Handling petty cash and principles of insurance</li> <li>• Internal control concepts</li> <li>• Key principles of customer service</li> <li>• Factors effecting customer service</li> <li>• Human Resources Development and the Basic Conditions of Employment Act</li> <li>• Business organisations</li> <li>• Preparing yourself for the workplace</li> </ul>	<p><b>Subject:</b> Financial Statements <b>Duration:</b> 3 Months</p> <ul style="list-style-type: none"> <li>• Recording business financial transactions</li> <li>• Depreciable assets</li> <li>• Finalization and interpretation of accounts</li> <li>• Financial statements of the sole proprietorship</li> <li>• Partnerships</li> <li>• Internal reporting for corporate entities</li> <li>• Introduction to IFRS for SMMEs</li> <li>• Statement of cash flows</li> <li>• Sundry topics in Financial Accounting</li> </ul>
<p><b>Subject:</b> Management <b>Duration:</b> 3 Months</p> <ul style="list-style-type: none"> <li>• What is management?</li> <li>• Management and the environment</li> <li>• Planning</li> <li>• Decision-making</li> <li>• Information management</li> <li>• Organisational development</li> <li>• Communication</li> <li>• Organising</li> <li>• Leadership</li> <li>• Motivation</li> <li>• Control</li> <li>• Contemporary business management issues</li> </ul>	

## Note

- Timetables are flexible and allows you to book your classes on your own time.
- Study and solution guides per subject is available at extra cost, kindly enquire for more information.
- ICB has structured examination dates; kindly refer to the ICB prospectus to view the timetable.
- The course structure of the qualification is also available, kindly refer to the ICB prospectus to view the relevant information.

## Certification upon successful completion

- Statement of results will be issued on successful completion of ICB examinations per subject.
- ICB Diploma for Office Administration will be rewarded once all subjects have been completed successfully
- Fasset Seta Certificate upon successful completion of full qualification

