



## WORK READY IN ONE YEAR<sup>1</sup>

### Program Details: Office Administration<sup>2</sup>

Program Level	Foundation Level (NQF 4)	Intermediate Level (NQF 5)	Advanced Level (NQF 6)
<b>Entry Requirements</b>	Grade 12 or equivalent. No prior accounting knowledge needed	Completion of the Foundation Level Program	Completion of Intermediate Level Program
<b>Program Cost (Price per Module Includes Professional Body Fees, Class Fees, Books, Exam Fees and Annual Online Exam Coach Licence)</b> <b>Notes:</b> 1. Prices exclude VAT at the current rate	Once-Off Deposit: R 2 850 Price Per Module: R 2 850	Once-Off Deposit: R 2 850 Price Per Module: R 2 850	Once-Off Deposit: R 2 850 Price Per Module: R 2 850
<b>“Pay As You Go” Option Available</b>	Yes (Terms and Conditions Apply)	Yes (Terms and Conditions Apply)	Yes (Terms and Conditions Apply)
<b>Program Duration</b>	18 months	9 Months	9 Months

<sup>1</sup> Growth Institute embraces a philosophy of innopreneurship and creating one’s own work instead of search for jobs. Students are provided with all the skills to become independent service providers within the economy.

<sup>2</sup> The accredited provider for this program in the Growth Group is Workplace Integrated Training Solutions.

Program Level	Foundation Level (NQF 4)	Intermediate Level (NQF 5)	Advanced Level (NQF 6)
<b>Subjects</b>	<ul style="list-style-type: none"> <li>• Bookkeeping to Trial Balance</li> <li>• Business and Office Administration</li> <li>• Business Literacy A &amp; B<sup>3</sup></li> <li>• Marketing Management and Public Relations</li> <li>• Business Law and Administrative Practice</li> <li>• Cost and Management Accounting</li> </ul>	<ul style="list-style-type: none"> <li>• Business and Office Administration II</li> <li>• Human Resources Management &amp; Labour Relations</li> <li>• Economics</li> </ul>	<ul style="list-style-type: none"> <li>• Business and Office Administration III</li> <li>• Financial Statements</li> <li>• Management</li> </ul>
<b>Qualification Details</b>	Certificate: Office Administration SAQA ID 23618 120 credits	Higher Certificate: Office Administration SAQA ID 23619 240 credits	Diploma: Office Administration SAQA ID 35958 360 credits
<b>Professional Body Memberships</b>	<a href="#">Institute of Certified Bookkeepers &amp; Accountants</a>	<a href="#">Institute of Certified Bookkeepers &amp; Accountants</a>	<a href="#">Institute of Certified Bookkeepers &amp; Accountants</a>
<b>Professional Body Designations<sup>4</sup></b>	<b>YES</b>	<b>YES</b>	<b>YES</b>
<b>Can I start my own business after I completed the program?</b>	You can start your business at any time. This program will equip you with the skills to make a success of your business		
<b>Further Study Options</b>	Yes, get more details from our <a href="#">Dean</a>	Yes, get more details from our <a href="#">Dean</a>	Yes, get more details from our <a href="#">Dean</a>
<b>Is program flexible to suit the needs of people already in the workplace?</b>	Yes	Yes	Yes
<b>Do students have access to an Online Learning Platform?</b>	Yes. An annual license fee applies. Call for more details	Yes. An annual license fee applies. Call for more details	Yes. An annual license fee applies. Call for more details

<sup>3</sup> Students are encouraged to pass this exam at Level 5, otherwise they have to repeat the subject every year

<sup>4</sup> Subject to the requirements of the relevant professional body

Program Level	Foundation Level (NQF 4)	Intermediate Level (NQF 5)	Advanced Level (NQF 6)
What can I do on completion of the program?	<ul style="list-style-type: none"> <li>• Become an effective office administrator               <ul style="list-style-type: none"> <li>• Master basic bookkeeping</li> </ul> </li> <li>• Understand cost accounting principles</li> <li>• Understand marketing &amp; PR principles</li> <li>• Understand the principles of economics               <ul style="list-style-type: none"> <li>• Understand HR principles</li> </ul> </li> <li>• Understand management and accounting principles               <ul style="list-style-type: none"> <li>• Apply learning to the real world</li> </ul> </li> </ul>		
Can these programs be linked to learnerships?	Yes		
How much study must be undertaken?	<p>Each program requires a <b>minimum</b> of:</p> <ul style="list-style-type: none"> <li>• 40 hours per module in terms of class work               <ul style="list-style-type: none"> <li>• 40 hours per module self-study</li> </ul> </li> </ul> <p>Learnership programs require an additional minimum of 20 hours workplace experience per subject</p>		
Is this program internationally accredited?	Programs are recognised by local and international professional bodies that are in partnership with the ICB who is the independent examining body for all qualifications associated with this program		
Besides the Institute of Certified Bookkeepers and Accountants (ICBA), which other professional bodies recognise the qualification associated with the program?	Other professional bodies could have specific entry requirements to consider		