

**National Certificate  
(Vocational) :  
Office Administration:**

**Duration :** 3 Years

**Entrance requirements :**

Grade 9 (std 7) or an equivalent qualification or that level of education through experience (RPL)

**What is Office Administration in a nutshell?**

In a nutshell the purpose of this programme is to equip the students with knowledge and skills for successful entry into an administrative secretarial field in any sector. Administration competencies apply to all industries; the formal and informal commercial sectors as well as the non-commercial sector. This programme integrates theoretical learning with practical skills.

**What vocational activities would this give you access to?**

The holder of the National Certificate (Office Administration) will be able to:

Coordinate office correspondence

Type letters, reports, memoranda, agendas, minutes.

Perform receptionist duties  
Coordinate and organise functions

Organise meetings, staff travel itineraries and accommodation

**What are the career opportunities after completing the National Certificate in Office administration**

The National Certificate (Office Administration) provides an opportunity to access any one of the careers listed below:

Accounts Officer  
Bookkeeper  
Administrative Officer  
Company Secretary  
Freight Forwarder  
Hospital Administrator  
Human Resource Manager  
Legal Secretary  
Personal Assistant

**Syllabus**

**The course consists of Fundamental Subjects and Vocational Subjects**

**What are the Fundamental Subjects?**

The 3 fundamental subjects are:

Language which must at least be a language of teaching and learning,

Mathematics or mathematical literacy and

Life orientation

**What are vocational subjects in Office Administration?**

The vocational subjects in Office Administration are:

Business Practice  
Office Practice  
Office data processing  
Applied accounting  
2nd language  
Personal Assistance  
New Venture Creation

These subjects are offered at each of the different NOF Levels of study in the National Certificate (Office Administration) qualification.

**Level 2 (First year)**

Business Practice

Office Practice

Office Data Processing

Applied Accounting

**OPTIONAL**

2nd Language

OR

New Venture Creation

**Level 3 (Second year)**

Business Practice

Office Practice

Office Data Processing

Applied Accounting

**OPTIONAL**

2nd Language

OR

New Venture Creation

**Level 4 (Third year)**

Business Practice

Office Practice

Office Data Processing

Applied Accounting

**OPTIONAL**

New Venture Creation

OR

Personal Assistance

