



ICB- Accredited Business Qualifications Office Administration



ICB
 ACCREDITED BUSINESS
 QUALIFICATIONS

**Foundation Level
 Certificate: Office
 Administration.
 NQF 5 - SAQA ID
 23618**

- Modules:
- Business and Office Administration 1
 - Bookkeeping to Trial Balance
 - Business Literacy
 - Marketing Management and Public Relations
 - Business Law and Administrative Practice
 - Cost and Management Accounting

**Intermediate Level
 Higher Certificate:
 Office
 Administration.
 NQF 5 - SAQA ID
 23619**

- Modules:
- Business and Office Administration 2
 - Human Resource Management and Labour Relations
 - Economics

**Advanced Level
 Diploma: Office
 Administration.
 NQF 6 - SAQA ID
 35958**

- Modules:
- Business and Office Administration 3
 - Financial Statement
 - Management

Qualification: Title: Advanced Level	NQF	SAQA ID
Diploma : Office Administration	Level 6	35958

Career Fields

- Senior Office Manager
- Public Relations Officer
- Use your knowledge of management techniques, Financial accounting and reporting skills and office Administration techniques

Type of Qualification 2 available options:

Full Time studies

- The duration is six months (provided that Intermediate Level Higher Certificate in Office Administration, NQF 5 has been completed)
- Tuition is face-to-face and is scheduled per campus

Part Time Studies

- The duration will depend on modules selected (provided That Intermediate Level Higher Certificate in Office Administration, NQF 5 has been completed)
- Tuition is face-to-face and is scheduled after hours

Professional Qualifications

These are endorsed and externally assessed by an industry leading organisation - the Institute of Certified Bookkeepers accredited Business Qualifications.

Admission Requirements

- Intermediate Level : Higher Certificate: Office Administration, NQF 5 (ICB)

About the Qualification

This is an advance qualification for students that have already completed the nine courses of the ICB Foundation and Intermediate Level: Office Administration qualification.

ICB Office Administration can effectively manage any office through a thorough knowledge of business and office administration, basic bookkeeping, cost and management and financial accounting, human resource management and labour relations, economics, marketing, public relations and management.

Value-Adds

We are serious about your career.
 We will add the following content to your programme to make you even more desirable in the professional job market:

- First Job Preparation
- ✓ CV Preparation
- ✓ Interview Skills
- ✓ Workplace Orientation

Initial Here.....

Moetapele Academy,

25 Olifants Rivier Street, SE4, Vanderbijlpark, 1911

Tel: (016) 932 4499

Fax: (016) 932 472

E-Mail: sales@moetapele.co.za

Web: <http://www.moetapele.co.za>

ICB- Accredited Business Qualifications

Office Administration

About the Institute

The Institute of Certified Bookkeepers has been around since 1931. Its role is to improve and maintain the quality, credibility and reputation of bookkeeping, accounting, office administration and financial management training and qualifications in Southern Africa.

As a Quality Assurance Partner (QAP) of the Sector Education and Training Authority for Finance, Accounting, Management Consulting and other Financial Services (FASSET), the ICB is an external assessment (examining) body for many of the business qualifications that FASSET awards.

Certification

Learners who have been found competent and who have successfully completed the qualification, the learners will receive an ICB results letter outlining the unit standards covered. Once the learner has received result letters for all three modules in Advanced Level Office Administration, ICB will apply to FASSET on the learner's behalf for the Advanced Level Diploma: Office Administration NQF L6 to be awarded (Qualification certificate)

QUALIFICATIONS MODULES (NQF L6)

Business and Office Administration 3

- Demonstrate and understanding of management functions and organisational structure
- Demonstrate an understanding of the concept of supervision
- Demonstrate an understanding of forms of ownership
- Demonstrate and understanding of the principals of insurance
- Carry out a number of human resources functions
- Demonstrate an understanding of financial activities
- Scan the media for relevant information
- Carry out forms analysis

Financial Statements

- Demonstrate and understanding of the framework for preparation and presentation of financial statements
- Demonstrate an understanding of the double entry system of accounting
- Write up and construct journals suitable for various business enterprises
- Account for cash
- Demonstrate an understanding of the accrual basis of accounting
- Demonstrate the ability to deal with the valuation of assets
- Prepare financial statements of a sole trader in acceptable form
- Demonstrate an understanding of control accounts
- Demonstrate the ability to reconcile accounts
- Demonstrate an understanding of departmental accounts
- Prepare the accounts of a non-profit organisations
- Prepare financial statements from incomplete records
- Prepare elementary cash flow statements
- Prepare elementary cash flow problems
- Demonstrate an understanding of partnership accounting

Management

- Demonstrate and understanding of how management theories have developed
- Explain the process of management and the environment in which it functions
- Demonstrate a working knowledge of the four main tasks of management and how they interrelate
- Demonstrate a fundamental understanding of the business environment
- Define and explain the principals of planning
- Demonstrate an understanding of the principals of organizing
- Explain the decision-making process
- Demonstrate an understanding of the concepts and theories of leadership
- Demonstrate a basic understanding of the concept of motivation
- Demonstrate the relevance of communication theory in management
- Demonstrate a fundamental understanding of the concept of control in management
- Discuss how change and conflict in organisations may be managed

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Assessments

30% of the learner's final mark comes from the activities performed throughout the course in the Portfolio of Evidence as well as 2 Formative Assessments, which help to prepare for the Final Summative Assessment at the end of the course, which will count 70% of the final mark. In the event of a learner having to complete a Supplementary Assessment this will be charged for additionally.

Pricing (pricing excludes all rewrite fees, this will be charged additionally)

Each student will receive a price list prior to enrolment stipulating the necessary fees payable. These fees will include:

- Tuition per year
- Registration Fees
- Text Books and Manuals
- ICB Fees
- Gala Event booking Fees

General Information

- Courses are run on student demand. Moetapele Academy Forty 5 Degrees HR Development CC reserves the right to cancel any course and change prices without notice.
- The full deposit is due before course commences.
- **An R1500 registration fee is payable to secure your place at Moetapele Academy Forty 5 Degrees HR Development CC and is NOT REFUNDABLE.**
- The first installment is due at the end of March.
- All credit applicants are subject to undergo a credit assessment; they also need to supply necessary financial information and proof of earnings for reference purposes.
- The cost of field trips and practical's is not included in the course fees.
- Students will not be allowed to attend classes until all necessary forms have been properly completed and relevant payments made.
- Please take note of the cancellation policy on the enrolment form.
- Payment options may vary.
- Terms and conditions apply.

Disclaimer

The information contained in this fact sheet is accurate at the time of printing. However, factors beyond Moetapele Academy Forty 5 Degrees HR Development CC control (such as environmental, regulatory or technical changes) may cause the contents of this fact sheet or of the qualifications to change. In the event of any such change, Moetapele Academy Forty 5 Degrees HR Development CC will formally notify current learners. All possible measures will be taken to minimise inconvenience to learners.

I....., hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained above pertaining to this qualification.

Name & Surname of learner:

Signature:.....

Name of legal guardian:

Signature:.....

(if applicable)

Name of sales consultant:

Signature:.....

Date:

*** Please note the original signed copy should be kept on the learner record file.**

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