



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

Qualification : Foundation Level	NQF	SAQA ID
Certificate: Office Administration	Level 5	23618

On successful completion of the FASSETT: Certificate: Office Administration (NQF Level 5), you can articulate to the following qualifications:

QUALIFICATION	SAQA ID	NQF Level
Higher Certificate : Office Administration /Intermediate Level	23619	Level 5
Diploma Office Administration / Advanced Level	35958	Level 6

Career Fields

- Receptionist
- Office Assistant
- Office Administrator
- Public Relations Officer
- Marketing Administrator
- Understand business communication
- Basic bookkeeping up to trial balance
- Use your basic knowledge of cost and management Accounting and computing
- Show proficiency in basic marketing and public relations
- Business law and administrative practice

Type of qualification – 2 available options:

Full Time studies

- The duration is 1 year
- Tuition is face-to-face and is scheduled per campus

Part Time Studies

- The duration will depend on modules selected
- 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

- Grade 12 (Std 10) or equivalent – and you must be at least 16 years of age.
- No prior accounting knowledge needed.

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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

**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

ICB- Accredited Business Qualifications

Office Administration

About the Qualification

This qualification is the first designation in the ICB Office Management Certification qualification can complete all the functions of the Receptionist, Office Assistant, Public Relations Officer and Marketing Administrator. The qualification includes a study of business communication; basic bookkeeping up to trial balance; cost and management accounting and computing; basic marketing and public relations; and business law and administrative practice.

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 six our modules in Foundation Level Office Administration, ICB will apply to FASSET on the learner's behalf for the Foundation Level Certificate: Office Administration NQF L5 to be awarded (Qualification certificate)

QUALIFICATION (NQF L5)

Business Literacy

- Accommodate audience and context needs in oral/signed communication
- Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations
- Describe, apply, analyse and calculate shape and motion in 2- and 3- dimensional space in different contexts
- Interpret and use information from texts
- Investigate life and work related problems using data and probabilities
- Use language and communication in occupational learning programmes
- Use Mathematics to investigate and monitor the financial aspects of personal, business and national issues
- Accommodate audience and context needs in oral/signed communication
- Interpret and use information from texts
- Use language and communication in occupational learning programmes
- Write/present/sign texts for a range of communicative contexts
- Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems
- Engage in sustained oral/signed communication and evaluate spoken/signed texts
- Read/view, analyse and respond to a variety of texts
- Represent, analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts
- Use language and communication in occupational learning programmes
- Use Mathematics to investigate and monitor the financial aspects of personal, business, national and international issues
- Write/present/sign for a wide range of contexts
- Analyse and communicate workplace data
- Apply workplace communication skills

- Demonstrate an understanding of professional values and ethics

Business and Office Administration 1

- Demonstrate an understanding of the role and function of a secretary in the organisation
- Use the telephone as a resource in business
- Demonstrate competence as a receptionist
- Demonstrate competence in handling correspondence and mail
- Prepare correspondence
- Understand the principals of reprography
- Demonstrate competence in records management
- Draft documentation relating to meetings
- Demonstrate an understanding of security measures in a range of situations

Bookkeeping to Trial Balance

- Administer credit purchase transactions
- Administer credit sales transactions
- Administer income and receipts
- Administer payments and expenses
- Calculate and record Value Added Tax transactions
- Compile reconciliation statements
- Demonstrate basic accounting concepts
- Prepare general ledger accounts and initial trial balance
- Understand the petty cash system
- Record income and receipts

Marketing Management and Public Relations

- Explain the nature of the marketing process
- Distinguish between a marketing orientation and other management orientations
- Apply marketing principles in the market orientated workplace
- Identify the elements of the marketing environment and be able to illustrate its dynamics
- Differentiate between market segments and apply a segmentation process

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ICB- Accredited Business Qualifications

Office Administration

- Demonstrate a basic understanding of marketing information systems
- Demonstrate the understanding of consumer behaviour
- Describe the conceptualise a product or service as the object of need satisfaction, its nature and development
- Relate products and their development to marketing decisions
- Relate pricing issues to marketing decisions
- Discuss issues related to the logistics of marketing communication
- Describe the strategic marketing process in detail
- Identify the nature of various marketing sectors and the implications of such sectors for marketing decisions
- Demonstrate an understanding of administrative practise with regard to meetings of clubs and companies
- Draft minutes of a meeting and write solutions
- Identify extracts from minutes
- Draft reports
- Describe the procedure at meetings other than clubs and companies
- Define the term defamation and explain the defences that may be raised against accusations of defamation in meetings
- Describe the conduct of a close corporation
- Describe the conduct with trust

Cost and Management Accounting

Business Law and Administrative Practice

- Explain how corporate personalities make use of individuals to think and act for them
- Identify and explain the proceedings at a general meeting
- Supply costing information for management control
- Record, analyse and prepare cost information
- Contribute to the planning and allocation of resources within an accounting framework
- Compile and control a budget for a range of office supply requirements
- Comply with organisational ethics

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

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.

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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 qualification 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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