



## **Diploma: Office Administration**

### **Overview:**

The Office Administration Diploma comprises of the following: Use your advanced knowledge of office administration and management techniques, financial accounting and reporting skills. This programme will provide the skills required being an Office Manager, Public Relations Manager, Administrative Manager.

### **Duration:**

9 months

### **Outline:**

- Business and Office Administration 3 (BOA3)
- Financial Statements (FNST)
- Management (MGMT)

### **Admission Requirements:**

- Higher Certificate: Office Administration, which consists of the previous 9 subjects

### **Qualifications:**

We put high priority in ensuring that the relevant accreditations are met and maintained. On completion the student will earn the following:

- JFa<sup>2</sup> Technical Training Institution Certificate with a training report showing what was covered during the course.
- ICB certificate on QCTO curriculum (SAQA ID 23618 – 120 credits NQF5)



### **Learning Methods & Delivery:**

- All our training is delivered in a practical workshop environment. We have state of the art campus build and constructed as a virtual workplace environment where learners not only learn theory in class rooms but also practically learn, apply, practise and demonstrate their newly acquired skills. This is experiential training at its best.
- Referral and assistance to a trade test centre.
- A free revision period prior to the external examination.

**For additional information please contact [info@jfa2training.co.za](mailto:info@jfa2training.co.za)**