



Higher Certificate: Office Administration

Overview:

The Office Administration Further Education and Training Certificate comprises of the following: Manage your diary and work schedule as a manager. Operate efficiently as a general office manager of a business. Apply marketing, law, PR, and economics principles in business. Draw up and interpret financial statements and reports. Work efficiently with the HR and labour relations departments. Apply business growth principles for local and global expansion. This programme will provide the skills required being a Senior Office Administrator, Secretary, General Office Manager, Human Resources Manager, Labour Relations Manager, Field/Floor/Store/Department Supervisor, Customer Service Manager.

Duration:

15 months

Outline:

- Business and Office Administration (BOA2)
- Human resources Management and Labour Relations (HRLR)
- Economics (ECON)

Admission Requirements:

- Certificate: Office Administration, which consists of the previous 6 subjects.



Qualifications:

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

- JFa² Technical Training Institution Certificate with a training report showing what was covered during the course.
- ICB certificate on QCTO curriculum (SAQA ID 23619 – 240 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