



Certificate: Office Administration

Overview:

The Office Administration Certificate comprises of the following: Business communication; bookkeeping up to trial balance; apply your basic knowledge of cost and management accounting; use your basic skills in marketing and public relations, business law and administrative practice. This programme will provide the skills required to be a Junior Office Administrator, Receptionist, Office Assistant, Public Relations Officer, and Marketing Administrator.

Duration:

18 months

Outline:

- Business and Office Administration 1 (BOA1)
- Bookkeeping to Trial Balance (BKTB)
- Business Literacy (BUSL)
- Marketing Management and Public Relations (MMPR)
- Business Law and Administrative Practice (BLAP)
- Cost and Management Accounting (CMGT)

Admission Requirements:

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



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 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