

## CERTIFIED JUNIOR OFFICE ADMINISTRATOR

Ideal if you are interested in learning a little bookkeeping and a lot of all round office knowledge. This is a great choice if you believe in the huge benefits of running any company in an organized way. The knowledge you gain in each successive qualification builds on the last, allowing you to take on key functions and increased responsibility in your workplace.



### Earn credits as you qualify

Besides qualifying in any of the skills programmes listed below, you will build credits towards national qualifications.

Certified Office Manager (National Diploma: NQF 6)	12. Management
	11. Financial Accounting
Certified Senior Office Administrator (Higher Certificate: NQF 5)	10. Buss & OA 3
	9. Economics
	8. Human Resources Man & Labour Relations
<b>Certified Junior Office Administrator (NQF 5)</b> SAQA ID: 23618 120 Credits	7. Business & Office Administration 2
	6. Cost & Management Accounting
	5. Business Law & Administrative Practice
	4. Marketing Management & Public Relations
	3. Bookkeeping
	2. Business & Office Administration 1
	1. Office Communication

### Admission requirements

- Grade 12 (Std 10) or equivalent

### Certification

Upon successful completion of each of the Skills Programmes the learner will receive ICB module Certificates. Once all six Skills Programmes have been successfully completed, A National Certificate in Office Administration (NQF Level 5) is to be awarded.

SKILLS PROGRAMMES	
<b>Cost and Management Accounting</b> <ul style="list-style-type: none"> <li>• An introduction to managerial accounting</li> <li>• Controlling inventory and overhead costs</li> <li>• Accounting for a manufacturing enterprise</li> <li>• Budgeting and standard costing</li> <li>• Job costing</li> <li>• Preparing contract accounts</li> <li>• Process costing</li> <li>• Financial management</li> </ul>	<b>Business Law and Administrative Practice</b> <ul style="list-style-type: none"> <li>• The law of contract</li> <li>• Breach of contract</li> <li>• Termination of contracts</li> <li>• The law of delict</li> <li>• Various Contracts</li> <li>• Credit agreements</li> <li>• Business entities</li> <li>• Negotiable instruments</li> <li>• Intellectual property and competition law</li> <li>• Environmental law and Revision</li> </ul>
<b>Business and Office Administration</b> <ul style="list-style-type: none"> <li>• The role and function of the secretary</li> <li>• Creating evidence and maintaining confidentiality</li> <li>• Handling mail</li> <li>• The role of the receptionist</li> <li>• Record management systems</li> <li>• Communication for business</li> </ul>	<b>Marketing Management and Public Relations</b> <ul style="list-style-type: none"> <li>• Basic concepts in marketing management</li> <li>• The internal &amp; external marketing environment</li> <li>• Determining a marketing strategy</li> <li>• Understanding the 4 'P's in the marketing mix</li> <li>• The role of public relations and mass communication</li> <li>• Integration – formulating a strategic marketing plan</li> </ul>
<b>Bookkeeping</b> <ul style="list-style-type: none"> <li>• An introduction to basic business, bookkeeping</li> <li>• Value Added Tax and source documents</li> <li>• Recording cash transactions</li> <li>• Recording credit and sundry transactions</li> </ul>	<b>Office Communication</b> <ul style="list-style-type: none"> <li>• The key principles of effective business communication</li> <li>• Spoken communication</li> <li>• Written communication</li> <li>• Understanding the work environment</li> </ul>