

CERTIFIED OFFICE MANAGER

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) SAQA ID: 35958	12. Management
	11. Financial Accounting
	10. Buss & OA 3
Certified Senior Office Administrator (Higher Certificate: NQF 5) SAQA ID: 23619	9. Economics
	8. Human Resources Man & Labour Relations
	7. Business & Office Administration 2
	6. Cost & Management Accounting
	5. Business Law & Administrative Practice
Certified Junior Office Administrator (NQF 5) SAQA ID: 23618 120 Credits	4. Marketing Management & Public Relations
	3. Bookkeeping
	2. Business & Office Administration 1
	1. Office Communication

Admission requirements

- Grade 12 (Std 10) or equivalent
- Senior Office Administrator certificate

Certification

Upon successful completion of each of the Skills Programmes the learner will receive ICB module Certificates. Once all three Skills Programmes have been successfully completed, A National Diploma in Office manager on (NQF Level 6) is to be awarded.

SKILLS PROGRAMMES	
Business and Office Administration 3 <ul style="list-style-type: none"> • Business organisations • The human resource function • Filing systems and records management • Basic financial concepts for business • How to manage yourself in the workplace 	Financial Accounting <ul style="list-style-type: none"> • Recording business financial transactions • Finalise and interpret accounts • Financial Statements • Partnerships • Statements of cash flow • Sundry topics in financial accounting
Management <ul style="list-style-type: none"> • A brief history of early management activities • Management functions: Operational planning, organising, and delegating • Management functions: Innovation, Culture, Diversity and Technology • Main management functions: Leading • Main management functions: Motivating, Communicating and Controlling • The place and role of the middle manager in the organisation • Ethics, corporate social responsibility and corporate governance 	