ICB
ACCREDITED BUSINESS QUALIFICATIONS

KISHUGU BusinessSchool

Certificate in Office Administration

NQF L5
(SAQA ID: 23618)
Total credits: 120

INFORMATION:

This course is perfect for those who want to learn a little bookkeeping and a lot of all-round office knowledge.

By learning about all the elements that contribute to a smooth-running office, you'll be able to help out in just about any department.

This administration course is a great choice if you believe in the huge benefits of running any company in an organised way.

ENTRY REQUIREMENTS:

- Grade 12 (Std 10), NQF 3 or equivalent.
- Understand, read and write in English.
- Basic computer literacy skills required for some of the prescribed modules.

SUBJECTS OFFERED:

- Business and Office Administration 1
- Bookkeeping to Trial Balance
- Business Literacy
- Marketing Management and Public Relations
- Business Law and Administration Practice
- Cost and Management Accounting

16+ NO MATRIC? no problem!

START LEARNING!
Put skills in practice quickly across multiple subjects and qualifications!

FLEXIBLE STUDY OPTIONS
Full time, part time, after hours, classroom learning and distance learning.

For more information, contact us: +27 13 590 0494 | thekbs.co.za | info@thekbs.co.za
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