



## Office Administration Certification Programme ICB (The Institute of Certified Bookkeepers)

- **Certificate: Junior Office Administration – SAQA ID 23618**
- **Higher Certificate: Senior Office Administration – SAQA ID 23619**

### Overview

The Office Administration Certification Programme paths the way for job-seekers to enter the world of business at three designatory levels, namely **Junior Office Administrator**, **Senior Office Administrator** and leads to **Office Manager**.

This programme enters at a Junior Office Administrator level and builds up to a Senior Office Administrator, where candidates successfully complete 9 subjects or modules to achieve these qualifications.

These subjects or modules embed core principles of business such as office administration, public relations, business management, human resource administration, communication and finance.

### Entry Requirements

- Grade 12
- Interview with one of our Career Consultants
- English Proficiency Test (for foreigners)

### Programme Structure

(See Diagram on second page)

#### Junior Office Administrator / Certificate

- Office Communication
- Business and Office Administration 1
- Bookkeeping
- Marketing Management and Public Relations
- Business Law and Administrative Practice
- Cost and Management Accounting

#### Senior Office Administrator / Higher Certificate

- Business and Office Administration 2
- Human Resource Management and Labour Relations
- Economics

### Assessment

One summative assessment is done on all learning areas. A final pass mark of 60% per learning area is needed to progress to the next level/year.

### Programme Accreditation Status

The programme category is:

#### National Accreditation and ICB accredited:



FASSET - Seta for Finance, Accounting, Management Consulting and Other Financial Services. REG no. 585/01028/09.

Please see categories for Programme Accreditation Status for definitions of programmes (represented by an icon), and ensure that you understand the category of programme that you are registering for.

Latitude Varsity reserves the right to make alterations to the programme and fees at any time.



classroom  
based



full-time  
(12 months)



part-time  
(24 months)



distance  
learning





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## LEARNING AREA

1. Office Communication
2. Business and Office Administration 1
3. Bookkeeping
4. Marketing Management and Public Relations
5. Business Law and Administrative Practice
6. Cost and Management Accounting
7. Business and Office Administration 2
8. Human Resource Management and Labour Relations
9. Economics
10. Business and Office Administration 3
11. Financial Accounting
12. Management

## QUALIFICATION

**Certificate: Office Administration SAQA ID: 23618 (Certified Junior Office Administrator - CJOA1cbSA))**

**Higher Certificate: Office administration SAQA ID: 23619 (Certified Senior Office Administrator - CSOA1cb(SA))**

**Diploma: Office Administration SAQA ID: 35958 (Certified Office Manager - COM1cb(SA))**

### Further Information

More detailed programme information, including a full programme specification and detailed module specifications can be obtained from Latitude Varsity. Latitude Varsity reserves the right to make alterations to the programmes and fees at any time.

### Support and Guidance

**Visit or write to us at:**

Latitude Varsity, P O Box 923, Bellville, 7535  
1st Floor, Bayside Office Park, 41-43 Erica Road, Table View, 7441

**Or Call: 0861.33.54.00**

