

MY FUTURE??

★ National Certificate
(Vocational)??

Office Administration ★

South Africa needs
office administration skills
= job opportunities!!!

- > 3 Year national qualification
(1 level per year - certificate issued at each level)
- > Offered at levels 2, 3 & 4 of the NQF
- > Designed to provide theoretical and practical training
- > Practical component provided in a simulated
or real work place environment



NC(V) - Entry Requirements

- Grade 9, 10, 11 or 12 (higher grades recommended)
- NQF Level 1 Qualification
- Approved bridging programme to access NQF Level 2



Umfolozzi College
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UMFOLOZI COLLEGE CAMPUSES THAT OFFER THIS PROGRAMME

ESHOWE CAMPUS
(035) 474 2304/6

MANDENI CAMPUS
(032) 456 3626

RICHEK CAMPUS
(035) 902 9500

STUDENT SUPPORT SERVICES (035) 797 4319

WEBSITE www.umfolozicollege.co.za

The holder of a National Certificate (Office Administration) Level 4, would be able to:

- Coordinate office correspondence
- Type letters, reports, memoranda, agendas, minutes
- Maintain equipment and stationery supplies
- Perform receptionist duties
- Coordinate and organise functions
- Organise meetings, staff travel, itineraries and accommodation
- Operate office equipment
- Become a call centre operator

The National Certificate (Office Administration) provides an opportunity, with further study, to access careers in the following fields:

- Office management
- Office administration
- Secretarial
- Reception
- Human resources
- Personnel management
- Accounting and bookkeeping

SUBJECTS

Fundamental Subjects:

There are three fundamental subjects which form the basis of each of the National Certificate (Vocational) qualifications:

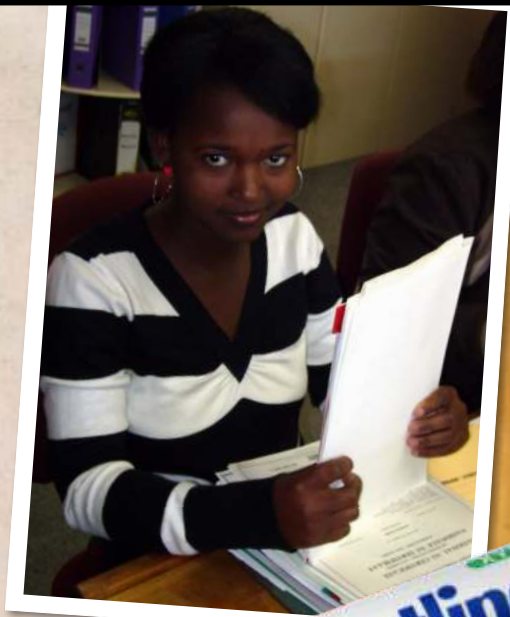
- English (First Additional Language)
- Mathematical Literacy
- Life Orientation

Vocational Subjects:

In addition to the three fundamental subjects students are required to complete four vocational subjects towards a National Certificate (Office Administration) Level 2:

- Business Practice
- Office Practice
- Office Data Processing
- New Venture Creation OR Applied Accounting

* Subject options dependent on availability at the campus



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* All information accurate of time of printing. Errors & omissions excepted.

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