



Fact Sheet

Office Administrator



Creative &
Technology
Universitas

Office Administrator

FACULTY OF BUSINESS AND MANAGEMENT

Occupational Studies: 2024 Fact Sheet

Programme Title	SAQA ID	Credits	NQF
Occupational Certificate - Office Administrator	102161	445	5

Programme description

Ready to be the office rockstar? Our qualification equips you with essential administrative skills to ace any office task. From managing info to supporting different departments like HR and Marketing, you'll be the go-to person for getting things done professionally and efficiently. Get ready to shine in the fast-paced world of office life

Admission requirements

- ▶ Level 4 with Communication.

Mode of study | Duration

Day Classes (full time): 3 Years, (5 days/week)

Evening Classes (part time): 3 Years, (2 x evening classes per week, 18:00 - 21:00, Mon & Wed or Tues & Thurs as well as 2 x Saturday classes per month)

Distance Learning (self study): 3 Years

This is a self-study programme. However, students will be privileged to attend tutorial classes twice a month from 9 am – 4 pm (Optional).

Programme outline

Year 1 - Semester 1

- ▶ Effective Office Administration and Management
- ▶ Business Communication and Customer Services
- ▶ Office Protocol, Department and Etiquette
- ▶ Computerised Project Management

Year 1 - Semester 2

- ▶ Apply End User Computing
- ▶ Social Media and Digital Literacy
- ▶ Introductory Project Management

Year 2 - Semester 1

- ▶ Basic Business Calculations
- ▶ Resource and Procurement Management
- ▶ Tender and Procurement Processes and Procedures

Year 2 - Semester 2

- ▶ Document Management and Record keeping
- ▶ Staffing and People Support
- ▶ Principles of the NQF

Year 3

- ▶ Public Relations, Marketing and Advocacy
- ▶ Ready for Work Standards

Teaching and Learning Methodology

A blended teaching and Learning methodology is followed. All theory classes will be conducted Virtually through Lecturer-led interactive teaching on a national basis. A flipped classroom approach will be followed in some sessions. This means that students are introduced to content at home and practice working through it during the applicable session, either the virtual theory sessions or the practical sessions. All students will be allocated to lecturers that are not necessarily based at the campus of enrollment but who will always be subject matter experts. CTU implements a national academic standard and all lecturers have been appointed on the same criteria and use the same academic content in the teaching and learning process. The adherence to a national academic standard is monitored by the Academic Management team at the Head office. Therefore, all students will continue to receive the same quality of education. Students will attend some practical, group, and research sessions on campus or virtually. The same work and time will be spent on both methods, face to face and VLIT, with students. Extra practical sessions can be booked with the Campus Operational Manager. Students will be expected to attend the practical, group, and research classes on campus a minimum of two days a week, as per the campus schedule.

Textbooks and e-guides

A list of prescribed textbooks will be provided in your e-guides. Students will receive an electronic version of the academic guides (e-guides) for this programme on the Teaching and Learning platform. Access is available to an electronic library of textbooks on O'Reilly, and it is included in the fees. Refer to the [Device Specifications and Stationery List](#) document for more information.

Technology hardware, software and data requirements

- ▶ A laptop preferably Core I5, RAM 8GB and above, 64 Bit Operating System x64 based processes and
- ▶ A minimum of 20GB data per month (uncapped recommended)

Student Support

Student support sessions with the facilitator will also take place on a one-on-one basis either virtually or physically at the campus per appointment or per the academic schedule.

Certification

On successful completion and verification by the Quality Assurance Partner of the programme, the student will receive a [SAQA ID 102161: OCCUPATIONAL CERTIFICATE-Office Administration. Note that the process of issuing a Certificate might take up to three years to be finalised.

International certifications

- ▶ MS Word

Further studies

Students may pursue further studies at CTU by enrolling for the BBA: PROJECT MANAGEMENT/ HCIM

Career fields

Students can be employed in the following career fields:

- ▶ Administration Officer (Local Government).
- ▶ Business Administration Officer (Local Government).
- ▶ Office Supervisor.
- ▶ Office Coordinator.
- ▶ Administration Clerk/Officer.
- ▶ Administrative Assistant.
- ▶ Client Services Administrator.
- ▶ Operation Services/Support Officer.
- ▶ Planning Support Officer/Site Clerk.
- ▶ Tender Coordinator.

What is EISA?

The External Integrated Summative Assessment (EISA) is an integral and critical component of the QCTO's quality assurance system. It is a single national assessment leading

to the awarding of an Occupational Certificate. EISA ensures that the assessment of occupational qualifications, part qualifications and trades is standardised, consistent and credible.

For learners to qualify for entry to EISA, they must provide proof of completion of all required knowledge, practical and work experience modules as stipulated in the qualification. The statement of results obtained from the Skills Development Provider serves as proof that the candidate has satisfied all the requirements to be admitted to sit for EISA.

Pricing*

Programme	Registration fees	Tuition fee
Year 1	R9 000	R55 000.00
Year 2	R9 000	R57 750.00
Year 3	R9 000	R60 637.50

*** Excludes external fees and identified textbooks if applicable. * Prices are subject to annual adjustments.**

Payment

Visit our website to view the payment method.

[Payment Methods.](#)

APPLY for Student Loan [HERE!](#)

Additional costs

Students must make provision for additional items such as textbooks, stationery, supplementary examinations, research costs and printing, field trips etc.

Disclaimer

The content of this fact sheet is subject to change without notification due to market trends in the industry, legislation and/or programme version updates. Refer to website for the latest version of the prospectus. Creative & Technology Universitas, a division of CTU Training Solutions (PTY) Ltd, reserves the right to change the programme content without prior notice. Additional international exams may be written but are not included in the programme fee. Minimum student (capacity) group sizes will fall into the Virtual Instructor-Led programme commencing in the months of February & July of each year.

I (Name of student):..... hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained above pertaining to this qualification.

Student signature:.....

Signature of legal guardian:.....

Name of legal guardian:.....

Consultant signature:.....

Name of sales consultant:.....

Date:.....

*** Please note the original signed copy should be kept on the student record file.**

CONTACT US

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