



FACULTY OF OFFICE MANAGEMENT SCIENCES

NATIONAL CERTIFICATE (VOCATIONAL)

Office Administration LEVEL 2-4

ENTRY REQUIREMENTS

Grade 9 Certificate or equivalent qualification

DURATION

3 Years

WHAT IS THIS PROGRAMME ABOUT?

The purpose of this programme is to equip you with knowledge and skills for successful entry into an administrative secretarial field in any sector. The programme integrates theoretical learning with practical skills to ensure administration competencies in all industries including the formal and informal commercial sectors as well as the non-commercial sector.

WHAT VOCATIONAL ACTIVITIES WILL I BE ABLE TO PERFORM?

- > Coordinate office correspondence
- > Type letters, reports, memoranda, agendas, minutes, etc.
- > Perform receptionist duties
- > Coordinate and organise functions
- > Organise meetings, staff travel itineraries and accommodation
- > Perform accounting duties

WHAT CAREER OPPORTUNITIES ARE OUT THERE?

- > Accounts Officer
- > Bookkeeper
- > Administrative Officer
- > Company Secretary
- > Freight Forwarder
- > Hospital Administrator
- > Human Resource Manager
- > Legal Secretary
- > Personal Assistant

WHAT SUBJECTS WILL I BE TAKING?

FUNDAMENTAL SUBJECTS

- > Language (which must be a language of teaching at Boland College)
- > Mathematics/Mathematical Literacy
- > Life Orientation

VOCATIONAL SUBJECTS

Level 2

- > Business Practice
- > Office Practice
- > Office Data Processing
- > Entrepreneurship

Level 3

- > Business Practice
- > Office Practice
- > Office Data Processing
- > Project Management

Level 4

- > Business Practice
- > Office Practice
- > Office Data Processing
- > Personal Assistance

WHAT DO THESE SUBJECTS ENTAIL?

BUSINESS PRACTICE

Business Practice introduces you to the business environment and selected business sectors. The subject focuses on skills, knowledge, values and attitudes in relation to your own context and experience of the world of work.

OFFICE PRACTICE

Office Practice equips you with the skills, knowledge, values and attitude required to be successful as an administrative, secretarial or personal assistant. The subject lays the foundation for lifelong learning and creates the opportunity for further and higher education.

Office Practice is designed to give you relevant and marketable skills and applied competencies for employment and self-employment in the office administration sector. Office Practice simultaneously builds the cognitive ability and provides the required fundamental learning necessary to access employment in the business and administration sector or to pursue related studies at further and higher education levels for enhanced employment opportunities.

OFFICE DATA PROCESSING

Office Data Processing is the effective processing and correct display of data in an office environment. You will learn to collect, analyse and edit data and to manipulate, process and present data in a readable form for society.

ENTREPRENEURSHIP

Entrepreneurship is an important developmental subject for all students, who will enter and compete in the economic environment. Students are encouraged to look beyond the parameters commonly associated with enterprise and to shift their paradigms of thought to spot gaps in the market that can be filled through careful research and planning.

Students are introduced to common features of all new and existing ventures. All businesses have a product or service that requires components of financial planning, marketing, staffing, technical expertise, material purchasing and environmental impact assessment. Entrepreneurship introduces all these aspects to students.

PROJECT MANAGEMENT

Project Management is the discipline of defining and achieving targets while optimising the use of resources (time, money, people, materials, energy, space, etc.). Project Management is an important development strategy for all students, who will need to enter, and compete, in the economic environment.

The students are encouraged to look beyond the parameters commonly associated with enterprise. They are encouraged to change and increase their paradigms of thought, supported in the art of identifying gaps in the market that can be filled by employing careful research and planning.

PERSONAL ASSISTANCE

Personal Assistance is designed to meet the needs of those students who would like to enter or specialise in the field of secretarial studies. The knowledge of the subjects Business Practice and Office Practice from NQF 2 to NQF 4 gives you the opportunity to specialise in the subject Personal Assistance.

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