



The qualification equips graduates for an administration function in all organisations and opens access to the Management and Administration (NQF Level 4).

The qualification consists of five compulsory modules:

Modules	Credits
Introduction to Business English	25
Introduction to Mathematics	25
Introduction to Accounting	30
Introduction to Governance	30
Introduction to Office Administration	20
Total:	130

The minimum number of credits to obtain this qualification is 140.

Entry requirements

- Grade 10 with English and Mathematics/Mathematical Literacy/Accounting; or
- Equivalent qualification.

Duration of study

The qualification can be completed in one year. However, a maximum of two modules should be completed per semester if you choose the semester basis of study.

