



The qualification equips graduates for an administration function in all organisations and opens access to the CIS Programme (NQF5).

The qualification consists of five compulsory modules:

Modules	Credits
Fundamentals of Business English	25
Fundamentals of Mathematics	25
Fundamentals of Accounting	30
Fundamentals of Governance	30
Fundamentals of Office Administration	20
Total:	130

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

Entry requirements

- Grade 11 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.

