



**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.

