



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.

