

cad4ALL
Career & Design College

2019



OFFICE ADMINISTRATION



Office Administration

The purpose of the Qualification is to build the knowledge and skills required by learners in End User Computing & Office Administration to function & grow within the Corporate Office Environment.

It is intended to empower learners to acquire knowledge, skills, attitudes and values required to operate confidently in the End User Computing environment in the South African community and to respond to the challenges of the economic environment.

The qualification provides a framework for learners to develop skills that will enable them to become competent in End User Computing. It introduces theoretical concepts of End User Computing and requires the application thereof, to develop a range of skills that will enable learners to be better-informed workers in their chosen industry.

A qualifying learner will be able to:
Competently apply the knowledge, techniques & skills of Administrative.
Understand the impact and use Information Communication & Technology (ICT) in an organisation and society. Improve Communication by combining communication skills with End User Computing skills.

Career advancement:

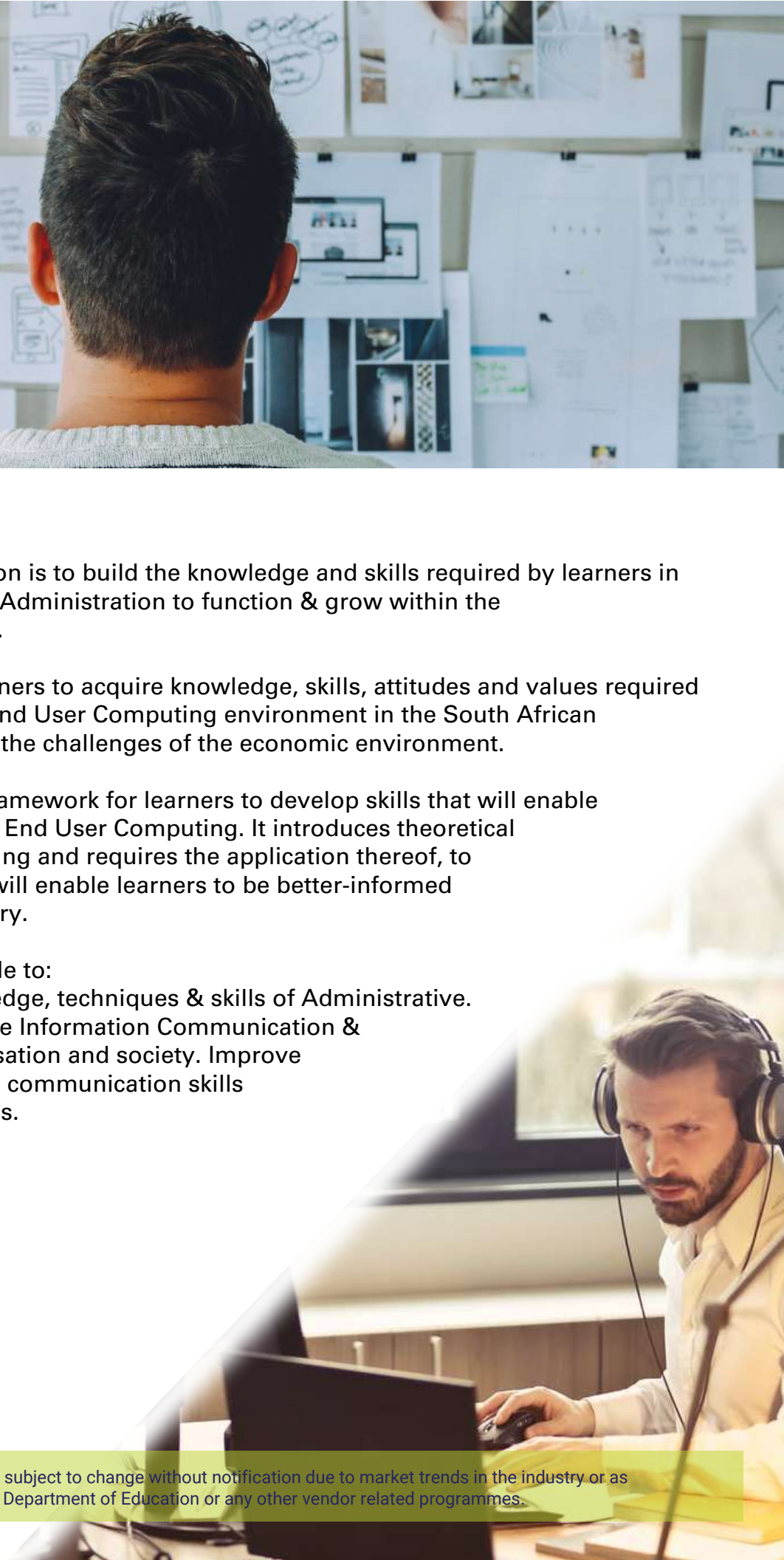
- Project Management
- Business Management

National Certificate

Duration: 1 year - SAQA 61591

National Diploma

Duration: 2 year - SAQA 61591



International Certifications – Global Certified User

Microsoft Office
Microsoft Project

Job Opportunities

Receptionist, Administration Assistant, Office Manager, Personal Assistant (PA), Executive Assistant (EA), Virtual Assistant.

Entrance Requirements

- National Senior Certificate - Grade 12 (Matric)
- NQF Level 4 Qualification
- Mathematical Literacy at Grade 12 (Extended or Core – Namibia)
- Communication / English at Grade 12

Subjects : Year 1 National Certificate

- Administration Components
- Project Management Level 1
- Operate a Personal Computer System
- Use generic functions in a Graphical User Interface (GUI) environment
- Install a Personal Computer (PC) peripheral device, in a GUI environment
- Use a graphical User Interface (GUI)-based presentation application to create and edit slide presentations
- Managing files in a Graphical User Interface (GUI) environment
- Use a Graphical User Interface (GUI)-based word processor to format documents
- Use a Graphical User Interface (GUI)-based word processor to create and edit documents.
- Communications
- Mathematical Literacy



International Certifications – Global Certified User

Microsoft Office
Microsoft Project

Job Opportunities

Receptionist, Administration Assistant, Office Manager, Personal Assistant (PA), Executive Assistant (EA), Virtual Assistant.

Entrance Requirements

- Year 1 National Certificate (CAD4ALL)

Subjects : 2 Year National Diploma

- Administration Components 2
- Project Management Level 2
- Use advanced functions in a Graphical User Interface (GUI) environment
- Use a graphical User Interface (GUI)-based presentation application to create and edit slide presentations
- Managing files in a Graphical User Interface (GUI) environment - Advanced
- Use a Graphical User Interface (GUI)-based word processor to format documents - Advanced
- Use a Graphical User Interface (GUI)-based word processor to create and edit documents - Advanced
- Communications 2
- Mathematical Literacy 2

