



THE SOUTH AFRICAN LAW SCHOOL

NATIONAL CERTIFICATE COURSE OFFICE ADMINISTRATOR 2023

ACCREDITED BY ICB · EXCELLENT CAREER OPPORTUNITIES

Director: Brett Norton Herron B.A. LL.B.(Natal), MSc in Cities (LSE) | South African Law School (Pty) Ltd (No. 2000/003474/07)

Cape Town: No 10 Spin Street, Cape Town, CBD, PO Box 163, Cape Town, 8000 | Tel. 0861 111 556 / 021 418 4355

Johannesburg: Unit 4 Tulbagh North Office Park, Oak Avenue, Ferndale, Randburg | Tel. 0861 111 556 / 011 326 2516

Durban: Suite 207, Wheeler house, 112-116 Mathews Meyiwa (Stamford hill) Road 4001 | Tel. 0861 111 556 / 031 301 0452

Pretoria: Office XX01014, 1st Floor Domus Building, Corner Glenwood & Kasteel Road, Lynnwood Glen | Tel. 0861 111 556 / 012 348 2840

Email: info@lawschool.co.za | www.lawschool.co.za

Why train with the best?

If you are looking to secure a career in law or business, the South African Law School offers you the leading edge in accredited training. Established in 1996, the school has successfully delivered specialist courses focused on vocational expediency. Expertly facilitated by qualified attorneys, the school's specialist modules offer practical direction for legal support staff of professional practices, financial institutions, corporations and small to medium size businesses.

What is an Office Administrator?

An office administrator is an administrative professional who performs a variety of clerical tasks to help an organization's operations run efficiently. Depending on their industry, office administrators' primary duties may include providing administrative support to staff, organizing files, arranging travel for executives, performing bookkeeping and processing payroll.

Course Outline

- Income Tax Returns
- Business Law and Accounting Control
- Complete a full set of accounts for a financial year
- Support management in finance and accounting
- Learn how to become a SAIT tax practitioner (once you meet the requirements)
- Know the ins and outs of accounting, taxation (individuals and companies), auditing, and business law.

Course Duration:

This course consists of 6 subjects completed over the period of 18 months. Classes are held on campus.

Procedure towards competency

You'll get a Portfolio of Evidence which includes 3 assignments and 2 tests and you will write a final exam.

Course overview - NQF Level 5 (SAQA: 23618)

1. Business and Office Administration 1 (BOA1)
2. Bookkeeping to Trial Balance (BKTB)
3. Business Literacy (BUSL)
4. Marketing Management and Public Relations (MMPR)
5. Business Law and Administrative Practice (BLAP)
6. Cost and Management Accounting (CMGT)

Admission Requirements

Grade 12 (Std 10) or equivalent. You must be at least 16 years of age. No prior accounting knowledge needed.

Registration closing date

We operate on a rolling admissions system; this means you may enter the training at any point during the year when a new module commences.

Applicants will be notified of registration procedure once the application fee (R150) is received.

2023 Course fees (full time)

Cash: Payment in full **R21 500**

Cash Arrangement: **R23 005 (three consecutive monthly payments)**

Payment Plan 1: Deposit + 6 consecutive monthly installments **R23 865**

Payment Plan 2: Deposit + 10 consecutive monthly installments **R24 295**

Course Material

Course material is not included in the course fees. Learners are required to purchase their own textbooks and any other course material necessary to complete this course.



CONTINUE THE LEARNING:

During the COVID-19 (coronavirus) outbreak, we all need to do our part to keep learners, and the public, safe and healthy so we can stop the spread and continue the learning.

The South African Law School continued to provide training throughout 2020, and the various lockdown levels, by rapidly adapting our teaching methods so that our students could complete their qualifications as planned.

Our mission was to continue the learning.

While the future of the virus is still uncertain the ability of South Africans to adapt to challenges and to overcome obstacles is strong.

The South African Law School will continue to offer quality training and education. We will do so in our training rooms, using virtual and online platforms, or a blend of in-person and online training – depending on the needs of our students and on the regulations.

Please go to our website for a full list of protocols.

Contact us

For more information and assistance with fees & application forms please contact the Student Enrolment Officer by phone or email.

Durban Campus: 0861 111 556 / 031 301 0452

Durban@lawschool.co.za / consulting@lawschool.co.za

Suite 207, Wheeler house, 112-116 Mathews Meyiwa (Stamford hill)) Road

Cape Town Campus: 0861 111 556 / 021 418 4355

info@lawschool.co.za / consulting@lawschool.co.za

No 10 Spin Street, Cape Town, CBD

Johannesburg Campus: 0861 111 556 / 011 326 2516

marketing@lawschool.co.za / pretoria@lawschool.co.za

Unit 4 Tulbagh North Office Park, 369 Oak Avenue, Ferndale, Randburg

Pretoria Campus: 0861 111 556 / 012 348 2840

receptionpta@lawschool.co.za / pretoria@lawschool.co.za

Office 114, 1st Floor Domus Building, Corner Glenwood & Kasteel Road, Lynnwood Glen

Your future in law starts here.