

## LIMITED CONTACT—OFFICE ADMINISTRATION

This 1 year course is aimed at a learner who has passed Matric, and is looking to be an Information worker in a general office environment. The purpose of the qualification is to empower learners to acquire knowledge, skills, attitudes and values required to operate confidently in the End User Computing environment. 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.

**Entrance Requirements:** National Senior Certificate

**Duration:** 1 year

**Qualifications:** National Certificate: Information Technology: End User Computing (SAQA ID 61591)

**Subjects:** Introduction to Personal Computers      Business Communication  
Using the Internet      Front Desk Skills  
Using Microsoft Office (Word, Excel, Access, PowerPoint, Outlook)  
Mathematical Literacy

**Course Inclusions:** Laptop PC  
Operating System and Microsoft Office  
Textbooks  
Instructor Led Workshops



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### REGISTRATION AND PAYMENT OPTIONS

#### INTAKES

2 Intakes per year — closing 1 March and 1 July

#### REGISTRATION FEE

R500.00 once off, non—refundable Registration Fee secures your place in the Semester

#### FULL SETTLEMENT

Pay for the full year upfront and get a 5% discount.

Price: R18 000

Due by: Prior to academic materials being distributed

#### MONTHLY TERMS

Deposit: R8 000

Instalments: R1 180.00 x 10 consecutive months

Deposit Due: Prior to academic materials being distributed

Have another idea? We are open to discussing a customized payment plan with you. Chat to your Career Advisor.

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### INFORMATION

#### PROGRAMME DETAILS

The Programme is comprised of correspondence self study, completing and submitting of Assignments online, attending scheduled workshops (not compulsory), and writing final summative Exams at the chosen campus.

#### PROGRAMME SUPPORT

Support will be offered to learners by way of electronic assistance. A support ticket will be issued via the email system that a subject matter expert will respond to. Personal support is provided at Workshops.

#### PROGRAMME ENROLMENT

Learners will be enrolled in the current intake that is open. This intake will run for one year after the closing date. Learners will have to abide by that intakes Assignment, Workshop and Examination Dates. Learners must complete their programme in the allocated duration or they will pay per module not completed.

#### ACADEMIC MATERIALS

Learners will be couriered Welcome Pack of Academic materials including installed Laptop and Text-books upon payment of deposit.



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### INFORMATION

#### WORKSHOPS

Workshops will be scheduled during the semester at for students to attend at the campus. Learners must RSVP for the workshops. There will be no additional workshop dates provided. Dates will be provided to learners in the Programme Academic Handbook in the welcome pack.

#### ASSIGNMENTS

Learners must submit Assignments via the Student Portal by the due date and no later. Due dates and instructions will be provided to learners in the Programme Academic Handbook in the welcome pack.

#### EXAMINATIONS

Learners must write Examinations on the provided dates at the chosen campus. Exam dates and instructions will be provided to learners in the Programme Academic Handbook in the welcome pack.

#### GRADUATION

Learners may attend the formal Graduation Ceremony on the earliest available date after completing the programme, provided fees are settled in full.

#### CAREER DEVELOPMENT PROGRAMME

Learners who successfully complete their qualifications with iStudent Academy have members only access to the Career Development Programme, where exclusive job opportunities for our Graduates are posted.

Have more questions? Please contact us!

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