**SKILLS PROGRAMME: OFFICE ADMINISTRATION COMPUTING L3 CURRICULUM DESIGN**

**Qualification Details:**

**Qualification Name**

Skills Programme: Office Administration

NQF Level 3

**Total credits to be obtained after achievement**: 101

**Purpose of the Qualification**

The purpose of the qualification is to build knowledge and skills required in Office Administration. It is intended to empower learners to acquire knowledge, skills and attitudes and values required to operate confidentiality in the administrative and secretarial environment

**Target Group**

* Learners who want acquire knowledge and skills in administrative field

**Entry/Admission requirements**

* Foundational skills in English and Mathematics at NQF Level 2
* Grade 10 or equivalent.

**Qualification Duration:** 1 Year (Full time)

**Possible Careers**

* Personal Assistants
* Office Administrators
* Project Administrators
* Data Captures
* Executive Assistant

**Office Administration Programme content**

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|  | **ID** | **UNIT STANDARD TITLE** | **NQF LEVEL** | **CREDITS** |
| Core | [117925](http://allqs.saqa.org.za/showUnitStandard.php?id=117925) | Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner | 02 | 3 |
| Core | [116935](http://allqs.saqa.org.za/showUnitStandard.php?id=116935) | Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application | 02 | 2 |
| Core | [117923](http://allqs.saqa.org.za/showUnitStandard.php?id=117923) | Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief | 02 | 5 |
| Core | [116937](http://allqs.saqa.org.za/showUnitStandard.php?id=116937) | Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets | 02 | 4 |
| Core | [116931](http://allqs.saqa.org.za/showUnitStandard.php?id=116931) | Use a Graphical User Interface (GUI)-based web-browser to search the Internet | 02 | 4 |
| Core | [117924](http://allqs.saqa.org.za/showUnitStandard.php?id=117924) | Use a Graphical User Interface (GUI)-based word processor to format documents | 02 | 5 |
| Core | [116945](http://allqs.saqa.org.za/showUnitStandard.php?id=116945) | Use electronic mail to send and receive messages | 02 | 2 |
| Core | [116936](http://allqs.saqa.org.za/showUnitStandard.php?id=116936) | Use a Graphical User Interface (GUI)-based database application to work with simple databases | Level 03 | 3 |
| Core | [116930](http://allqs.saqa.org.za/showUnitStandard.php?id=116930) | Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance | 03 | 5 |
| Core | [116940](http://allqs.saqa.org.za/showUnitStandard.php?id=116940) | Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem | 03 | 6 |
| Core | [116942](http://allqs.saqa.org.za/showUnitStandard.php?id=116942) | Use a GUI-based word processor to create merged documents | 03 | 3 |
| Core | [119078](http://allqs.saqa.org.za/showUnitStandard.php?id=119078) | Use a GUI-based word processor to enhance a document through the use of tables and columns | 03 | 5 |
| Core | [115391](http://allqs.saqa.org.za/showUnitStandard.php?id=115391) | Demonstrate an understanding of the principles of the internet and the world-wide-web | 04 | 3 |
| Core | [114076](http://allqs.saqa.org.za/showUnitStandard.php?id=114076) | Use computer technology to research a computer topic | 04 | 3 |
| Core | [116943](http://allqs.saqa.org.za/showUnitStandard.php?id=116943) | Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet | 04 | 3 |
| Fundamental | [8968](http://allqs.saqa.org.za/showUnitStandard.php?id=8968) | Accommodate audience and context needs in oral communication | l 03 | 5 |
| Fundamental | [8973](http://allqs.saqa.org.za/showUnitStandard.php?id=8973) | Use language and communication in occupational learning programmes | 03 | 5 |
| Fundamental | [8970](http://allqs.saqa.org.za/showUnitStandard.php?id=8970) | Write texts for a range of communicative contexts | 03 | 5 |
| Fundamental | [110023](http://allqs.saqa.org.za/showUnitStandard.php?id=110023) | Present information in report format | 04 | 6 |
| Elective | [7785](http://allqs.saqa.org.za/showUnitStandard.php?id=7785) | Function in a business environment | 03 | 4 |
| Elective | 13931 | Monitor and control the maintenance of office equipment | 03 | 4 |
| Elective | [10140](http://allqs.saqa.org.za/showUnitStandard.php?id=10140) | Apply a range of project management tools | 04 | 8 |
| Elective | [10135](http://allqs.saqa.org.za/showUnitStandard.php?id=10135) | Work as a project team member | 04 | 8 |
|  | | | | 101 |