

IMMACULATE TRAINING AND CONSULTING (PTY) LTD  
 REG.No:2018/236443/07  
 5<sup>TH</sup> FLOOR CENTENARY BUILDING  
 23 BUREAU LANE  
 PRETORIA  
 Tel: 012 752 5373  
 Cell: 076 945 8748  
 Fax: 086 611 7344  
 Email:info@immaculatetraining.co.za  
       : register@immaculatetraining.co.za  
       : talk2us@immaculatetraining.co.za  
 Website: www.immaculatetraining.co.za



We Nurture & Groom Selfless Leaders as Stewards

### ICB OFFICE ADMINISTRATION PROGRAMME

DETAILS	FOUNDATION LEVEL	INTERMEDIATE LEVEL	ADVANCED LEVEL
<b>DURATION</b>	<b>DURATION: 10 MONTHS</b>	<b>DURATION: 9 MONTHS</b>	<b>DURATION: 9 MONTHS</b>
<b>ENTRY REQUIREMENTS</b>	<b>Grade 12(Std 10)</b>	<b>Certificate: Office Administration</b>	<b>Higher Cert: Office Admin</b>
<b>NQF REGISTERED QUALIFICATION</b>	<b>Certificate: Office Administration</b>	<b>Higher Certificate: Office Administration</b>	<b>Diploma: Office Administration</b>
	<b>NQF L5(SAQA ID:23618)</b>	<b>NQF L5(SAQA ID:23619)</b>	<b>NQF L6 (SAQA ID: 35958)</b>
<b>SUBJECTS</b>	<b>PART /SEMESTER 1</b>	<b>PART/SEMESTER 4</b>	<b>PART/SEMESTER 6</b>
	<b>Business and Office Admin 1</b>	<b>Business &amp; Office Administration 2</b>	<b>Business &amp; Office Administration 3</b>
	<b>Bookkeeping to Trial Balance</b>	<b>HRMgt&amp; Labour Relations</b>	<b>Financial Statements</b>
	<b>PART/SEMSTER 2</b>	<b>PART/SEMESTER 5</b>	<b>PART/SEMESTER 6</b>
	<b>Business Literacy</b>	<b>Economics</b>	<b>Management</b>
	<b>Marketing Mgt&amp;Public Relations</b>		
	<b>PART/SEMESTER 3</b>		
	<b>Business Law &amp;Admin.Practice</b>		
	<b>Cost&amp; Management Accounting</b>		

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<b>JOB OPPORTUNITIES</b>	<b>Junior Office Administrator,</b>	<b>Senior Office Administrator, Secretary,</b>	<b>Office Manager, Public Relations</b>
	<b>Receptionist, Office Assistant,</b>	<b>General Office Manager,</b>	<b>Manager, Administrative Manager.</b>
	<b>Public Relations Officer,</b>	<b>Human Resources Administrator,</b>	
	<b>Marketing Administrator.</b>	<b>Labour Relations Administrator.</b>	
<b>FEES PLAN</b>			
<b>Registration fee</b>	<b>R650</b>	<b>R650</b>	<b>R650</b>
<b>Student Access Card</b>	<b>R100</b>	<b>R100</b>	<b>R100</b>
<b>ICB Annual Fee</b>	<b>R360</b>	<b>R360</b>	<b>R360</b>
<b>ICB Assessment fee per subject</b>	<b>R675X6</b>	<b>R675 X 3</b>	<b>R675 X3</b>
<b>Monthly Tuition Fees</b>	<b>R700 X 18</b>	<b>R700 X 9</b>	<b>R700 X9</b>
<b>TOTAL FEES (18MONTHS)</b>	<b>R17760</b>	<b>R9435</b>	<b>R9435</b>
<b>Registration fee</b>	<b>R650</b>		

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<b>Student Access Card</b>	<b>R100</b>		
<b>ICB Annual Fee</b>	<b>R360</b>		
<b>ICB Assessment fee per subject</b>	<b>R675 X2</b>		
<b>Monthly Tuition Fees</b>	<b>R700 X6</b>		
<b>TOTAL FEES (PER SEMESTER)</b>	<b>R6 600</b>		

### Required Documents

- A.2 passport photos (student)**
- B. Required entry requirement as mentioned above (Matric Results: Certificate: Office Administration (L5))**
- B. Certified Copies of both student & parent identity documents**
- C. Proof of residence not older than three months**
- D. Fully completed Registration form & signed debt binding /acknowledgement of debt form.**

**N/B: Two reams of 500 sheets Typek paper & two exam pads are to be submitted by a student as part of the requirement for registration with the concerned training institution.**

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### **Bank Details**

**Account Name: Immaculate Training and Consulting**

**Bank: First National Bank**

**Branch Code: 250845**

**Account No: 62795303446**