



## WELKOM CAMPUS

### OFFICE ADMINISTRATION (NCV)

#### PROGRAMME STRUCTURE

Level 2-4 Fundamental subjects (compulsory)

- English
- Mathematical Literacy
- Life Orientation

Plus core subjects:

Level 2	Level 3	Level 4
Vocational core subjects	Vocational core subjects	Vocational core subjects
• Business practice	• Business practice	• Business practice
• Office practice	• Office practice	• Office practice
• Office Data processing	• Office Data processing	• Office Data processing
• New venture Creation	• New venture Creation	• New venture Creation

**LEAD•EDUCATE• DEVELOP**