



Junior Office Administrator
Certificate: Office administration
NQF L5 (SAQA ID:23618)

Subjects

Office Communication

Business and Office administration 1

Bookkeeping

Marketing Management and Public Relations

Business Law and Administrative Practice

Cost and Management Accounting

Entry Requirements

- Grade 12 (Std10) or equivalent and you must
beat least 16 years of age.

-No Prior accounting knowledge needed.

www.tamaracademy.co.za. **Inspire Educate, Employ...!**