



ICB BUSINESS MANAGEMENT INTERMEDIATE LEVEL

OFFICE AND LEGAL PRACTICE (OLPR)

This subject prepares students for the role and responsibilities of an administrative assistant, focusing on the essential skills and functions required to support an organisation effectively. Students will understand the secretary's role comprehensively, develop traditional and advanced technical skills and learn how to advise junior employees on performance. Emphasis is placed on professional telephone etiquette, managing routine business correspondence, drafting memoranda, minutes, and reports, and demonstrating organisational skills. Topics include reception and diary management, office equipment and ergonomics, office supplies management, creating and maintaining confidential records, mail handling, travel and events management, business document creation, banking and cash control, an introduction to business law, and relevant acts and laws for business.

Format: Online, Distance or Classroom

Cost: ICB Fees + Study Materials + Tuition Fees

Duration: 48 hours, 12 weeks programme

Career Fields (on full completion of the programme):

Senior Office Administrator, Secretary, General Office Manager, Human Resources Manager, Labour Relations Manager, Field/Floor/Store/Department Supervisor, Customer Service Manager on successful completion of this full programme

FACT SHEET

MODULE / SUBJECT CERTIFICATE	IQB FULL PROGRAMME CERTIFICATION*	NQF FULL QUALIFICATION*
<p>Receive a Subject Certificate endorsed by IQB for each successful subject.</p> 	<p>Receive a co-branded ICB and IQB Professional International Certification</p> 	<p>NQF level 5, SAQA ID- 23619. Credits 240.(Only for legacy students)</p> 

*only after completion of all subjects in programme