

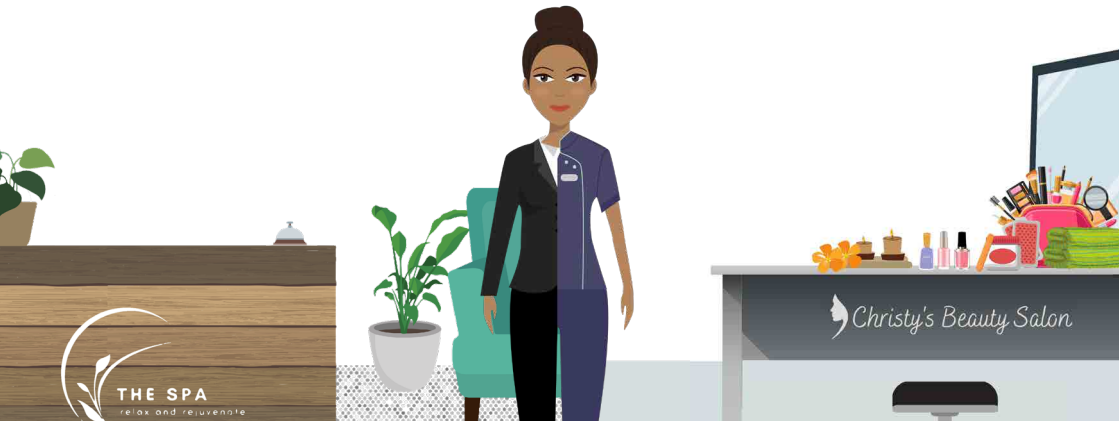


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A C A D E M Y SINCE 1978

Live your life beautifully

HIGHER CERTIFICATE IN FRONT OFFICE ADMINISTRATION

ONE COURSE. TWO CAREER OUTCOMES.



HIGHER CERTIFICATE IN FRONT OFFICE ADMINISTRATION

- Duration: 1 Year Full Time
- NQF Level 5 (120 credits)
- SAQA ID: 111453

The trillion-dollar health and wellness industry has been expanding at a rapid rate and this has created a specific demand for qualified and competent individuals working in front office administration, especially in salon, spa or wellness environments. Our practical beauty modules offered as electives will enable you to assist with specific treatments in a wellness environment, while our retail marketing elective will kick-start your career in sales and administration in a retail environment across various industries. The modern professional is multi-talented. Become highly employable and design your career within the Health and Wellness Industry by building the skills that you enjoy.

To book your tour of our Stellenbosch or Pretoria campus and private ladies residence, please contact us via WhatsApp.

 **Stellenbosch:** 082 807 4426

 **Pretoria:** 079 951 5968

HIGHER CERTIFICATE IN FRONT OFFICE ADMINISTRATION

SUBJECTS

- Front Office Administration
- Office Technology and Data Processing
- Client Service and Ethics
- Business Numeracy and Basic Accounting Practice
- Business Communication

Choose Your Electives

Administration With Beauty & Wellness Services

- Beauty and Wellness Services: Manicure, Pedicure, Nail Technology, Waxing, Make-up, Body Massage

Career Opportunities

- Selected Beauty Services at a spa, beauty or wellness center
- Your own beauty business in services and sales
- Front desk administrator, operator or receptionist
- Sales in products and services
- Aesthetics or medical practice administrator
- Assistant manager

Administration And Retail Marketing In The Beauty & Wellness Environment

- Retail Marketing

Career Opportunities

- Front desk administrator, operator or receptionist
- Sales in products and services
- Cosmetic counter sales and management
- Aesthetics or medical practice administrator
- Assistant manager

Admission Requirements

- A National Senior Certificate (NSC) from the South African Matriculation Board with endorsement from the Board certifying that you are eligible for Higher Certificate study at a tertiary institution.
- A minimum of 40% in the language of learning and teaching.
- Applicants who wrote examinations outside the borders of South Africa are required to have their qualifications verified by the South African Qualifications Authority (SAQA). Visit saqa.org.za for more information.

Mode Of Instruction

Class contact sessions combined with work-integrated learning opportunities to combine theory and real-world practice.

STELLENBOSCH CAMPUS

Physical address

Aan de Gragt Building,
5 Plein Street, Stellenbosch, 7600

Postal address

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t: +27 (0)21 883 9777
f: +27 (0)86 742 2060
e: info@isacarstens.co.za

PRETORIA CAMPUS

Physical address

408 Lynnwood Road, Lynnwood,
Pretoria, 0081

Postal address

P.O. Box 36252, Menlo Park, 0102
t: +27 (0)12 348 0125
f: +27 (0)86 540 8289
e: infopta@isacarstens.co.za

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Isa Carstens' Academy is registered with the **Department of Higher Education and Training** as a Higher Education Institution under the Higher Education Act, 1997. Registration Certificate Number: 2000/HE07/025, Qualifications registered by SAQA ID Number: 83046 (NQF Level 6) & SAQA ID Number: 97898 (NQF Level 7)

The Academy reserves the right to adjust the information in this communiqué at any time and as the need arises. This information may therefore be incomplete or out of date at the time of reading. The information is provided here to the best of our knowledge and as accurately and fully as was possible at the time of publication. Verifying the given information remains the responsibility of the prospective student.

