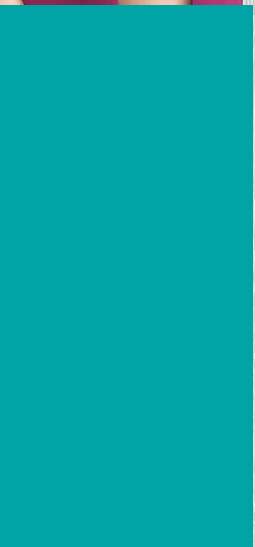




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# HIGHER CERTIFICATE IN FRONT OFFICE ADMINISTRATION


- 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.

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

 **Stellenbosch:** 072 770 8589

 **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

#### 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](http://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.

#### 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

## STELLENBOSCH CAMPUS

### Physical address

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

### Postal address

P.O. Box 149, Stellenbosch, 7599  
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

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t: +27 (0)12 348 0125  
f: +27 (0)86 540 8289  
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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: 111453 (NQF Level 5), SAQA ID Number: 83046 (NQF Level 6) & SAQA ID Number: 97898 (NQF Level 7)

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