

2019 ICB OFFICE ADMINISTRATION PROGRAMME



Study Options | Fees | Timetables

SANDTON (RIVONIA) CAMPUS



ICB CAMPUSES:

SANDTON (RIVONIA) | PARKTOWN

WhatsApp: 063 180 7412 | Email: enquiries@charterquest.co.za

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Our ICB classes are structured over 2 intakes which are February and July, preparing you for ICB final exams!

February intake classes start between February/early March, finishing by end of April/early May and giving you an option to sit for any exam month from June.

July Intake classes start early July, finishing by end of October and giving you an option to sit for any exam month from November.

TEPP TUTION & EXAM PREPARATION PACKAGE	EPOP EXAM PREPARATION ONLY PACKAGE	HSP HOME STUDY PACKAGE
*Includes contact time and 1stTime Pass Guarantee!	*Limited contact time and Excludes 1stTime Pass Guarantee!	*Excludes contact time and 1st Time Pass Guarantee!

Fees , Study Options & Indicative Benefits

Benefits Per Module	TEPP Weekends/ Evenings	EPOP Weekends/ Evenings	HSP Anywhere
	Fees Per Module		
	R 6030	R 3705	R 3705
18 - 21 hours of (Face-to-Face) Tuition Contact Time (structured over 6 -7, 3-hour sessions)	✓		
6 - 9 hours of (Face-to Face) Exam Preparation/Revision Time (structured over 2 - 3, 3-hour sessions)	✓	✓	
Edge Learning Media Study Textbook	✓		✓
Edge Learning Media Study & Solutions Kit STD	✓	✓	✓
2 Tests aligned to the ICB (also part of PoE), all marked with review feedback	✓	✓	✓
1 Final Mock Marked marked with review feedback	✓	✓	✓
1 Post-Classes Mock for self-assements (with review feedback)	✓	✓	✓
Online Question Bank with extra questions with review feedback for self-practice	✓	✓	✓
Home Study Kit/Scheme of work	✓		✓
Interactive Online Support			✓


Office Administrator -
Certificate: Office Administration - NQF L5 (SAQA ID: 23618)
BOOKKEEPING TO TRIAL BALANCE

BKTB	DAY	TIME	TP	TP	TP	TP	TEST 1	TP	TP	TP	B R E A K	TEST 2	EXPP	MOCK	EXPP
TEPP-E	M	18h00 - 21h00	11-Feb	18-Feb	25-Feb	4-Mar	11-Mar	18-Mar	25-Mar	1-Apr		8-Apr	15-Apr	22-Apr	29-Apr
TEPP-W	ST	08h00 - 11h00	9-Feb	16-Feb	23-Feb	2-Mar	9-Mar	16-Mar	23-Mar	30-Mar		6-Apr	13-Apr	20-Apr	4-May
EPOP-E	M	18h00 - 21h00					11-Mar					8-Apr	15-Apr	22-Apr	29-Apr
EPOP-W	ST	08h00 - 11h00					9-Mar					6-Apr	13-Apr	20-Apr	4-May
WEEK			1	2	3	4	5	6	7	8		9	10	11	12

BUSINESS LITERACY

BUSL	DAY	TIME	TP	TP	TP	TP	TEST 1	TP	TP	TP	B R E A K	TEST 2	EXPP	MOCK	EXPP
TEPP-E	TH	18h00 - 21h00	14-Feb	21-Feb	28-Feb	7-Mar	14-Mar	21-Mar	28-Mar	4-Apr		18-Apr	25-Apr		2-May
TEPP-W	ST	11h15 - 14h15	9-Feb	16-Feb	23-Feb	2-Mar	9-Mar	16-Mar	23-Mar	30-Mar		6-Apr	13-Apr	20-Apr	4-May
EPOP-E	TH	18h00 - 21h00					14-Mar					18-Apr	25-Apr		2-May
EPOP-W	ST	11h15 - 14h15					9-Mar					6-Apr	13-Apr	20-Apr	4-May
WEEK			1	2	3	4	5	6	7	8		9	10	11	12

COST AND MANAGEMENT ACCOUNTING

CMGT	DAY	TIME	TP	TP	TP	TP	TEST 1	TP	TP	TP	B R E A K	TEST 2	EXPP	MOCK	EXPP
TEPP-E	TH	18h00 - 21h00	7-Feb	14-Feb	21-Feb	28-Feb	7-Mar	14-Mar	28-Mar	4-Apr		11-Apr	18-Apr	25-Apr	2-May
TEPP-W	ST	14h30 - 17h30	9-Feb	16-Feb	23-Feb	2-Mar	9-Mar	16-Mar	23-Mar	30-Mar		6-Apr	13-Apr	20-Apr	4-May
EPOP-E	TH	18h00 - 21h00					7-Mar					11-Apr	18-Apr	25-Apr	2-May
EPOP-W	ST	14h30 - 17h30					9-Mar					6-Apr	13-Apr	20-Apr	4-May
WEEK			1	2	3	4	5	6	7	8		9	10	11	12

ADMIN MANAGER -
Diploma: Office Administration - NQF L6 (SAQA ID: 35958)
FINANCIAL STATEMENTS

FNST	DAY	TIME	TP	TP	TP	TP	TEST 1	TP	TP	TP	B R E A K	TEST 2	EXPP	MOCK	EXPP
TEPP-E	T	18h00 - 21h00	12-Feb	19-Feb	26-Feb	5-Mar	12-Mar	19-Mar	26-Mar	2-Apr		9-Apr	16-Apr	23-Apr	30-Apr
TEPP-W	ST	11h15 - 14h15	9-Feb	16-Feb	23-Feb	2-Mar	9-Mar	16-Mar	23-Mar	30-Mar		6-Apr	13-Apr	20-Apr	4-May
EPOP-E	T	18h00 - 21h00					12-Mar					9-Apr	16-Apr	23-Apr	30-Apr
EPOP-W	ST	11h15 - 14h15					9-Mar					6-Apr	13-Apr	20-Apr	4-May
WEEK			1	2	3	4	5	6	7	8		9	10	11	12

No break due to later public holiday

2 weeks skipped due to public holiday



Disclaimer : All classes advertised will run subject to availability. ICB dates correct at the time of publishing. Please check website for latest updates.



Grooming financially qualified business leaders



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