



Business Administration NQF 3



TRAINING OPTIONS:

Classroom

SAQA ID: 67645 – accredited SERVICES SETA

WHAT WILL YOU RECEIVE?

- ✓ Instruction by an expert facilitator
- ✓ interactive classes
- ✓ Specialized manual and course materials

Course Outline

OVERVIEW

This qualification provides the knowledge, skills and values needed for excellent administration. These include information handling, communications, enterprise and customer service, technology, organisation skills, self-development, teamwork and business policies and procedures.

OUTCOMES

After you have successfully completed this programme, you should be able to:

- gather and report information.
- plan, monitor and control an information system.
- maintain booking systems.
- participate in meetings effectively; process documents and communications related thereto.
- utilise technology to produce information.
- plan and conduct basic research in an office environment.
- coordinate meetings, minor events and travel arrangements.
- set personal goals.
- function in a team and overall business environment.
- demonstrate an understanding of employment relations.



PROGRAMME STRUCTURE

Learning Programme 1: The Business Environment 15 credits

Learning Programme 2: Business Communication 13 credits

Learning Programme 3: Business Reception 11 credits

Learning Programme 4: Business Writing Skills 10 credits

Learning Programme 5: Numeracy Skills 11 credits

Learning Programme 6: Financial Administration 11 credits

Learning Programme 7: PC Skills 10 credits

Learning Programme 8: Teamwork Skills 11 credits

Learning Programme 9: Meeting Administration 7 credits

Learning Programme 10: Business Administration 12 credits

Learning Programme 11: Business Research 9 credits

Learners Are able to train specific learning programs individually, please request more information from the Training Department.

CERTIFICATIONS

- Certificate of Attendance (SkillUp)
- Certificate of Competency from SERVICES SETA upon successful completion of the PoE process (moderated and found competent) for clients who specifically selected & paid for the accredited option.

Note: All certificates are electronically issued.

DURATION

1-year learnership as per roll out plan



MCE: Microsoft Certified Educator
Issuer: Microsoft



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