



PART-TIME STUDIES



Office Administration & Computer Fundamentals (endorsed by the CIBM)

Duration: Saturday mornings over a period of 15 weeks

About this programme

Understanding of office administration and having fundamental computer skills is crucial to the day-to-day business activities of any organisation. A competent administration function that includes effective record keeping, dealing with customers in a professional manner, creating and maintaining effective administration processes and proper financial planning are key to the efficiency, productivity and success of a business. This Short Learning Programme (SLP) in Office Administration and Computer Fundamentals will broaden your knowledge and skills in this field of study.

Programme outline

The following topics will be covered in the programme:

- The business environment
 - the role of business in the satisfaction of needs
 - business as a system and the business environments
 - the office administrator fits in a business
- Customer service
 - the reception area, receiving and assisting visitors
 - health and safety in the reception area
- Support services
 - information systems, handling mail and diary manager
 - petty cash and stock control
 - meetings
- Communication skills (personal and virtual)
 - Telephone and virtual online communication skills
 - written communication and presentations
 - verbal and non-verbal communication
- Computer skills
 - MS Word Level 1
 - MS Excel Level 1
 - Email



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Admission requirements

You are required to have knowledge, comprehension and application of the English language at Grade 10 or equivalent. Student must be 16 or older.

How will I be certified on completion of this programme?

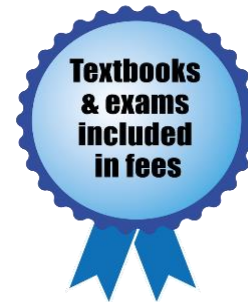
On successful completion of the programme you will be awarded two **Unigrad Short Learning Programme Certificates in Office Administration and Computer Fundamentals** endorsed by the Chartered Institute of Business Management (CIBM).

Programme duration

15 Saturday classes of face to face tuition presented by qualified and experienced professionals.

Programme fee

Contact Unigrad and speak to any student career consultant for course fee information.



Are there any additional costs?

No. Prescribed course material and assessment fees are included.

What is a Short Learning Programme?

The modern business world demands a vast variety of skills and abilities. Unigrad offers an extensive range of short learning programmes particularly designed to address these demands by enhancing the quality of skills and knowledge available to the workplace. These short learning programmes are typically aimed at working adults, or those seeking employment and whilst they are not full qualifications, such as those appearing on the NQF and registered with SAQA, their benefit lies in their rapid and significant improvement to skill and knowledge levels of the student. This makes short learning programmes ideal for people who need to upgrade their CV's, but do not have the time or finances to engage in a lengthy course of study. This short learning programme is endorsed by the Chartered Institute of Business Management (CIBM).

Disclaimer

The information contained in this fact sheet is accurate at the time of printing. However, factors beyond the control of Unigrad (such as environmental, regulatory or technical changes) may cause the contents of this fact sheet, or of the programme to change. In the event of any such change, Unigrad will formally notify current students. All possible measures will be taken to minimise inconvenience to students.

I _____ (student/legal guardian), hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained above pertaining to this programme.

Date: _____ student/legal guardian signature: _____

Unigrad (Pty) Ltd is accredited by the Quality Council for Trades and Occupations (QCTO) NATED/14/0054. The college is a registered examination centre with the Department of Higher Education and Training (DHET No: 699990686).