



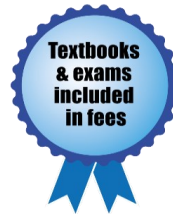
PART-TIME

Fees Include:

Textbooks & Study Material • Exam Registrations
• Student Book Bag • Digital Student Card

Short Learning Programme

Office Administration



Overview

Knowledge and understanding of office administration is fundamental 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 will broaden your knowledge and skills in this field of study.

Certification

On successful completion of the programme, you will be awarded a **Unigrad Short Learning Programme Certificate in Office Administration** endorsed by the Chartered Institute of Business Management (CIBM).

Admission Requirements

You are required to have knowledge, comprehension and proficiency in English.

Course Duration

15 Saturday classes.

Classes are presented on campus by qualified and experienced professionals.

Career Opportunities

- Office administrator
- Receptionist
- Office manager
- Meeting coordinator
- Customer service
- Management assistant



Programme Outline

The business environment

- the role of business in the satisfaction of needs
- business as a system
- business environments
- economic systems
- business in South Africa
- understanding the role of the office administrator, responsibilities and positioning

Customer service (in-person and virtual)

- the reception area
- receiving and assisting visitors
- health and safety in the reception area

Support services

- information systems
- handling mail, packages and courier services
- diary management
- petty cash
- stock control
- meetings

Communication skills (in-person and virtual)

- telephone communication skills
- written communication
- presentations
- verbal and non-verbal communication

Who should attend this programme?

- New office administrators or support staff looking to develop foundational skills.
- Small business owners or entrepreneurs seeking to improve administrative efficiency.
- Individuals transitioning to an administrative role from a different industry or profession
- People interested in gaining practical knowledge and skills in office administration to enhance their career prospects.

Student Portal

When you join the Unigrad family you will have automatic access to myUnigrad, the student portal through which you can manage your academic profile, obtain your results, download your digital student card, contact the support team and much more.

Fees and study material

Affordability and quality education make Unigrad College a popular choice with students. Fees can be paid in monthly instalments or in full. Speak to a Unigrad career consultant about our fees and payment options. Unigrad College also partners with Student Hero and Capitec, to learn more about the available funding options, visit <https://www.unigradcollege.co.za/funding-options/>.

Textbooks and study materials are INCLUDED in our fees!

Accreditation

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).

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

Short learning programmes are non-credit bearing. 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 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 herein pertaining to this programme.

Student/legal guardian signature: _____

Date: _____