



62% Black Owned

Vital College

B-BBEE Level 2

**SKILLS PROGRAMME:
BA1 - PRINCIPLES OF
ADMINISTRATION**

Outcomes

Abilities and skills developed:

Controlling and dealing with confidential information and documents.

Understanding of the various administrative systems required by business/workplace.

Differentiating between fixed assets and stock in a business unit.

Explaining and applying the stock management of fixed assets and how it can influence the profitability of a business.

About

Business Administration Skills Programmes are based on the qualification Further Education and Training Certificate: Business Administration Services (SAQA 61595) at NQF level 4 and are intended for any individual who is interested in the administration function of any business/workplace. Several skills programmes may lead to attaining the full qualification.

They are designed to add value to work performance and is intended to enhance service delivery and standards within the field of management and administration with all sectors of the economy.

These Skills Programmes enable learners to acquire knowledge and the necessary skills and values needed to excel in administration within the business/workplace. This will include effective communication, ethics, service provider administration, effective teamwork and financial administration.

Unit Standards

Unit Std ID	Unit Standard Title	NQF Level	Credits
11009	Manage administration records	4	5
110003	Develop administrative procedures in a selected organization	4	8
13945	Describe and apply the management of stock and fixed assets in a business unit	4	2
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Requirements for these Skills Programmes

- LAPTOP OR SMARTPHONE
- ACCESS TO DATA OR WIFI

LEARNERS ACCESSING THIS SKILLS PROGRAMME SHOULD BE COMPETENT IN:

- COMMUNICATION AT NQF LEVEL 1 / STD 7 / GR 9
- MATHEMATICAL LITERACY AT NQF LEVEL 1 / STD 7 / GR 9

ENROLMENT

To enrol onto this course, you will need to create a student account by clicking on the link below.

WWW.VITALONLINE.CO.ZA/MOODLE/LOGIN

ONCE YOU HAVE CREATED AN ACCOUNT CLICK ON THE LINK BELOW TO TAKE YOU TO THE PAYMENT AND ENROLMENT PAGE FOR THIS COURSE.

[CLICK HERE](#)

Contact Us

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