



62% Black Owned

B-BBEE Level 2

Vital College

SKILLS PROGRAMME: BA4 - BUSINESS ETHICS

Outcomes

Abilities and Skills Developed:

Describing and adhering to the code of conduct and ethical issues.

Describing fraud and demonstrating knowledge and understanding of legal aspects relating to fraud in an office environment.

Understanding the effects of HIV/AIDS on the immune system and knowing how HIV/AIDS is transmitted and the implications of the HIV/AIDS pandemic.

Understanding what assistance is available to support workers with HIV/AIDS and recognise own role in creating a caring work environment.

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
10022	Comply with organizational ethics	4	4
110026	Describe and assist in the control of fraud in an office environment	4	4
13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace	3	4
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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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