



62% Black Owned

Vital College

B-BBEE Level 2

SKILLS PROGRAMME: BA7 - BUSINESS WORKPLACE COMMUNICATION

Outcomes

Abilities and Skills Developed

Responding critically yet sensitively as a listener, analyse own responses to spoken texts and adjust as required.

Using strategies to be an effective speaker and evaluate spoken discourse.

Analysing and criticise texts produced for a range of purposes, audiences and contexts.

Using textual features and conventions specific to texts.

Organising and structuring a technical text appropriately.

Writing a range of effective and creative topics and editing the writing for fluency and unity.

Interacting successfully with an audience in oral communication.

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
8974	Engage in sustained oral communication and evaluate spoken texts	4	5
8975	Read, analyse and respond to a variety of texts	4	5
12153	Use the writing process to compose texts required in the business environment	4	5
8976	Write for a wide range of contexts	4	5
8968	Accommodate audience and contexts needs in oral communication	3	5
			25

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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