



Vital College

62% Black Owned

B-BBEE Level 2

SHORT COURSE IN BUSINESS ADMINISTRATION:

Manage administration records

OUTCOMES

The qualifying learner is capable of:

- Controlling and dealing with confidential information and documents
- Controlling and evaluating ordering and distribution of office stationery
- Implementing control measures with individuals.

SAQA US ID

US 110009

UNIT STANDARD TITLE

Manage administration records

NQF

4

CREDITS

10

PURPOSE OF THE UNIT STANDARD

This Unit Standard is intended for learners working in Administration in commercial and non-commercial organisations and is intended to enable them to manage administrative records. It is also applicable to learners working in other sub-fields who are responsible for keeping records of an administrative nature. Learners will be well positioned to extend their learning and practice into other areas in the business environment, or to strive towards professional standards and practice at higher levels.

COST

This course costs **R2 750.00**

ENROLMENT

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

<http://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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