



SHORT COURSE IN BUSINESS ADMINISTRATION:
Achieve personal effectiveness in a business environment

OUTCOMES

The qualifying learner is capable of:

- Planning and organising their own work.
- Establishing and maintaining working relationships.
- Maintaining files and records.

SAQA US ID

US 110021

UNIT STANDARD TITLE

Achieve personal effectiveness in a business environment

NQF

4

CREDITS

6

PURPOSE OF THE UNIT STANDARD

This Unit standard is for all persons involved in Administration in commercial or non-commercial organisations.

COST

This course costs **R1 650.00**

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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