



Vital College

62% Black Owned

B-BBEE Level 2

**Business Administration
Qualification**

**61595: Further Education and Training
Certificate
NQF 4
Credits: 140**

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Our Mission

- Deliver quality educational programmes and vocational training that promotes lifelong learning and better access to economic activity for our learners.
- Provide goal directed learning suited to the business needs of our corporate and other clients.

Based in Durban (Springfield Park), Johannesburg (Hyde Park) and Cape Town (Belville).

Purpose:



The qualification Business Administration Services (SAQA 61595) at NQF level 4 is intended for any individual who's interested in the administration function of any business or workplace. They are designed to add value to your work performance and enhance the service provided within the field of administration within all sectors by contributing to improving productivity and efficiency.

Target Audience:

- Secretarial Services
- Reception Services
- Switchboard Operations
- Financial Administration
- Banking Administration
- Personal/executive Assistant Services
- Technical Assistance
- Typing
- Data Capturing
- Systems Administration
- Human Resources Administration
- Basic Contracts Administration
- Legal Secretarial Services
- Reception Supervision
- Change Administration and Management
- Relationship Management
- Project Co-ordination

Benefits:



This qualification offers the learner knowledge and skills in the Management of Records, Comprehension of Written and Verbal Texts, Business Writing, Problem Solving, Ethics, Cultural Awareness, Self-Management and Self Development, Project Teamwork and Business Policies and Procedures.

Entrance Requirements:

- Communication at NQF level 3
- Mathematical Literacy at NQF level 3
- Computer Literacy at NQF Level 3.

This Qualification can lead to entrance to:

National Certificate in Business Administration: Level 5

Enrolment

This course is not offered online. Blended learning or full contact training is the only method of study for this course. For more information email training@vitalonline.co.za or contact [031 573 5409](tel:0315735409).



Modules for this course:

- Module 1 – Business Mathematics
- Module 2 – Business Communication, 2nd Language
- Module 3 – Business Communication, 1st Language
- Module 4 – Personal Effectiveness
- Module 5 – Principles of Administration
- Module 6 – Organisational Development Skills
- Module 7 – Organisational Ethics
- Module 8 – Managing service providers and media



Modules for this course

Unit Std ID	Unit Standard Title
Module 1 – Business Mathematics	
9015	Apply knowledge of statistics and probability to critically interrogate
12417	Measure, estimate & calculate physical quantities
7468	Use mathematics to investigate and monitor the financial aspects
Module 2 – Business Communication, 2nd Language	
8968	Accommodate the audience and context needs in oral communication
8972	Interpret a variety of literacy texts
8969	Interpret and use information from texts
8970	Write texts for a range of communicative contexts
Module 3 – Business Communication, 1st Language	
8974	Engage in sustained oral communication and evaluate spoken texts
8975	Read, analyse and respond to a variety of texts
12153	Use the writing process to compose texts suited to the business environment
8976	Write for a wide range of contexts
Module 4 – Personal Effectiveness	
110021	Achieve personal effectiveness in the business environment
13941	Apply the budget function in a business unit
15234	Apply efficient time management
13912	Apply knowledge of self and team in order to develop a plan to enhance team performance



Module 5 – Principles of Administration	
11009	Manage administration records
11003	Develop administrative procedures in a selected organisation
13945	Describe and apply the management of stock and fixed assets in a business
110023	Present information in report format
7790	Process incoming and outgoing telephone calls
Module 6 – Organisational Development Skills	
10135	Work as a project team member
7791	Display cultural awareness in dealing with customers and colleagues
13915	Demonstrate knowledge and an understanding of HIV/AIDS in a workplace
Module 7 – Organisational Ethics	
10022	Comply with organisational ethics
110026	Describe and assist in the control of fraud in an office environment
Module 8 – Managing Service Providers and Media	
10999	Manage service providers in a selected organisation
14552	Contract service providers
13943	Analyse new developments reported in the media that could impact on a business sector or industry



Contact Us

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For more information please contact us

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