



SHORT COURSE IN BUSINESS ADMINISTRATION:
Develop administrative procedures in a selected organisation

OUTCOMES

The qualifying learner is capable of:

- Have an understanding of the various administrative systems required by an organisation
- Be able to develop and update administrative systems in a specific business environment
- Be able to develop systems to keep administrative information at the required level of confidentiality
- Be able to develop policies and procedures on administrative systems and write them into a manual.

SAQA US ID

US 110003

UNIT STANDARD TITLE

Develop administrative procedures in a selected organisation

NQF

4

CREDITS

8

PURPOSE OF THE UNIT STANDARD

This Unit standard is for all persons involved in Administration in commercial or non-commercial organisations and who have the responsibility of developing administrative procedures to make the administrative component of the organisation more effective and efficient and so aid the organisation to attain its mission, vision and objectives.

COST

This course costs **R1 100.00**

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

Telephone: 031 573 5409

Email: training@vitalonline.co.za

Website: www.vitalonline.co.za

Facebook: Vital College

Instagram: @Vital_College

Twitter: @Vital_College



SERVICES SETA ACCREDITED