



**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 **R825.00**

## 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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