



62% Black Owned

Vital College

B-BBEE Level 2

SHORT COURSE IN BUSINESS ADMINISTRATION:

Present information in report format

OUTCOMES

The qualifying learner is capable of:

- Relating the purpose, content, form, frequency and recipients of a range of reports to the information needs of a selected business
- Identifying information sources and organisational procedures for obtaining and distributing information relevant to a selected business function.
- Compiling reports related to a selected business function, ensuring content and format are appropriate to information requirements and that reporting deadlines are met
- Liaising with relevant parties and verifying that reported information is in accordance with requirements and purpose of the report.

SAQA US ID

US 110023

UNIT STANDARD TITLE

Present information in report format

NQF

4

CREDITS

6

PURPOSE OF THE UNIT STANDARD

This Unit standard is intended for all persons working in administration in commercial and non-commercial organisations and who is responsible for presenting information in report format. A learner accredited with this standard will also be able to plan and allocate the resources required to maximise efficiencies in an office environment whilst minimising resource costs in achieving stated objectives.

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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