Course title: OFFICE SKILLS & ADMINISTRATION

Course Name	US type	Unit standards ID	US Title	NQF	Credits
Office Skills and Administration **{Credits build towards national certificate End-User Computing NQF.3}**	Elective	7785	Function in a business environment	3	4
	Elective	13931	Monitor and control the maintenance of office equipment	3	4
	Fundamental	11241	Perform Basic Business Calculations	3	6
	Fundamental	7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	3	5
	Elective	117156	Interpret basic financial statements	4	4
	Fundamental	110023	Present information in report format	4	6
	Elective	258875	Design forms and reports using a Graphic User Interface (GUI) based database	4	4
	Elective	10139	Implement project administration processes according to requirements	4	5
	Elective	10135	Work as a project team member	4	8
	Core	115391	Demonstrate an understanding of the principles of the internet and the world-wide-web	l 4	3
				Total	**49**

RATIONALE OF THE QUALIFICATION:

The Module is designed to accommodate both learners in formal education and learners already employed. It aims to develop informed and skilled learners that can apply the acquired skills in any industry and should contribute towards improved productivity and efficiency in the workplace. Credits build up is towards National certificate: End-User Computing, Level.3

WHO SHOULD ATTEND THIS TRAINING

Anyone who requires Office management, Participant is assumed already to be computer Literate.

WHAT YOU SHOULD BE ABLE TO DO AT COMPLETION

A learner will be able to

- Demonstrate an understanding of the use of Information Communications & Technology (ICT) in an organisation & the impact it has on societies
- Perform project administrative duties
- Perform office administrative duties
- Perform basic accounting duties

WHAT YOU CAN BECOME AT COMPLETION

- Project Administrator
- Office Administrators

DURATION OF COURSE:

2 months {490 notional hours}

Learners to attend 2 months contact session {physical presence}/ Or on Distance learning. Compulsory 2 days contact session assessment days is required if on distance learning.

Cost per delegate: *Refer to price list*

Refer to timetable for roll-out dates. Course can be rolled out at the delegates' premises in event of more than 7 delegates comes from same place/ company.

PRE-QUALIFICATION/ Entry criteria –
Grade.10 or an equivalent