



# Office Administration Programme

## Overview

Each person should contribute to the smooth running of the office and as such should help others wherever possible. The right attitudes will lead to more efficient operations with greater respect for others. All staff should be able to do basic maintenance and replenishment of consumables.

- Interact successfully in oral/signed communication
- Use strategies that capture and retain the interest of an audience
- Identify and respond to manipulative use of language
- Demonstrating and understanding of office equipment maintenance procedures and processes
- Conducting routine maintenance on designated office equipment

## Learning Programmes alignment

SAQA ID 49077, National Certificate in End User Computing – NQF Level 3

**(Total number of credits: 11)**

Title	Unit Standards
Function in a business environment	7785
Monitor and control the maintenance of office equipment	13931
Accommodate audience and context needs in oral/signed communication	119472

## Type of learning and duration

- Instructor-led
- Full-time – 5 working days (8 hour sessions)
- Part-time – 5 Saturdays (5 hour sessions)

## Who should enroll?

This programme is intended for people who need contribute to the smooth running of the office and as such should help others wherever possible. The right attitudes will lead to more efficient operations with greater respect for others. All staff should be able to do basic maintenance and replenishment of consumables

## Learning Outcomes

- Develop a strategy for maintaining office equipment in accordance with organisational requirements.
- Complete the work for which you are responsible in accordance with organisational procedures, requirements and priorities.

## Admission requirements

- Communication, NQF Level 2 or Grade 10 equivalent.

## Programme fees





## ginini consulting

R7450.00(Vat inclusive), 10% discount will apply for learnerships and internship programmes.

### Minimum Intake

15 per class.

### Accreditation and Certification

Ginini Consulting (Pty) Ltd is accredited by MICT SETA for these Unit Standards with Accreditation number ACC/2018/07/0027.

Learners who are declared COMPETENT on all two unit standards after external moderation by the MICT SETA will receive a SETA issued Statement of Results and Ginini Consulting Certificate of Competence endorsed by MICT SETA.



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