EDUOPTIONSACADEMY
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Accredited Programme

ACCREDITED Short Learning Programme:

Secretarial and Computer Skills

SAQA ID No:	NQF Level:	Credits:
Various (See below)	4	13

Short Learning Programme: Secretarial and Computer Skills

Field 03 - Business, Commerce and Management Studies

Duration of the course	Cash Price
Part-time: 3 months Full-time: to be confirmed	R3,535 Course Fee R625 Registration Fee + R590 x 6 Months

Course Outline

Unit Standard Descriptions	NQF Level	Credits
SAQA ID: 119465: **Write/present sign texts for a range of communicative contexts:** Persons credited with this unit standard will be able to: • Write/sign for a specified audience and purpose • Use language structures and features to produce coherent and cohesive texts for a wide range of contexts • Draft own writing/signing and edit to improve clarity and correctness The range of work you will cover in this unit standard includes: • Controls language patterns and structures and engages with context, purpose and audience. • Specific range statements are provided in the body of the unit standard where they apply to particular specific outcomes or assessment criteria.	3	5
SAQA ID: 110003: **Develop administrative procedures in a selected organisation:** Persons credited with this unit standard will: • Understand 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	4	8

- Be able to develop policies and procedures on administrative systems and write them into a manual.

If you require more information before deciding if this is the course for you, or if you would like to find out what other options we have available, please contact our call centre on:

- Landline: 041 450 2550, or Mobile: 063 236 0351, or WhatsApp: 060 395 0525
- E-mail: educol@iafrica.com

If you have decided that this is the course for you, then please…

- Complete the application form.
- Pay the course fees in full or the deposit required.
- Send all of the above documentation to: educol@iafrica.com

We look forward to welcoming you as a student at Ed-U Options Academy.