



SHORT SKILLS PROGRAMMES

OFFICE ADMINISTRATIVE ASSISTANT

Credits: 51

WHO SHOULD ATTEND?

Administrative Assistants; Office Administrators; Personal Assistants; Office Clerks; and Staff members aspiring to administrative positions.

ADMISSION REQUIREMENTS

- Successfully complete the Front Office Assessment;
- Grade 11; or Grade 10 with 2 years relevant experience and
- All applicants are subject to selection.

DURATION

- 6 months.

CERTIFICATION

ATTI Provider Skills Programme.

PRESENTATION FORMAT

- Theoretical / practical contact sessions
- Day Classes
- Saturday classes

ASSESSMENT / EVALUATION

- Continues Integrated Formative and Summative Assessment;
- Simulations;
- Written Assessments; and
- Practical Portfolio of Evidence.

SUBJECTS / LEARNING AREAS:

- PC Basics
- Internet Explorer
- Introduction to Typing Skills
- MS PowerPoint 2010
- Expert MS Windows 8
- Communication Skills
- Function in a Business Environment
- Office Practice
- MS Outlook 2010
- MS Word 2010
- MS Excel 2010
- Keyboard Skills
- Telephone Etiquette