

SHORT LEARNING PROGRAMME

IIE OFFICE ADMINISTRATION Short Learning Programme (SLP)

(Contact)

INTRODUCTION

The module is designed to equip students with knowledge and skills in administration and communication in a business environment. It provides students with tools and techniques that will enable them to communicate efficiently and effectively in a business environment and to perform a range of office administration tasks.

WHO SHOULD ATTEND

Students wishing to demonstrate knowledge and understanding of the concepts and principles of communication and administration in the business environment.

- If you want to apply the processes of communication to interpersonal relationships and organisational communication in a business environment
- If you wish to demonstrate the ability to perform a range of office administration tasks in a business environment.
- Apply office administration procedures to meetings in a business environment.
- Demonstrate understanding of protocol in a business environment.

ENTRANCE REQUIREMENTS

Students should meet the following requirements:

- Be proficient in English.
- Preferably have three to four years work experience.
- Must be able to engage in self-directed study.

DURATION AND MODE OF DELIVERY

Office Administration is offered as a contact SLP over a period of 18 weeks.

**THE WAY WE TEACH
MAKES THE DIFFERENCE**

www.thebusinessschool.co.za



CONTACT

GAUTENG

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Pretoria (012) 348 2551

KWAZULU-NATAL

Durban North (031) 573 2038
Westville (031) 266 8400
PMB (033) 386 2376

WESTERN & EASTERN CAPE

Cape Town (021) 685 5021
PE (041) 363 4223

PROGRAMME EVALUATION

Students will be required to complete assignments and an examination.

PROGRAMME CONTENT

- Administrative management within an organisation – An Introduction
- Information Systems and Information Management
- The Role of Communication in Office Administration
- The Office
- Management in the Administrative Environment

WHAT IS THE TEACHING AND LEARNING STRATEGY OF THE IIE'S VARSITY COLLEGE, AND HOW WILL IT HELP PREPARE ME FOR THE 21ST CENTURY WORKING WORLD?

At The IIE's Varsity College we are proud of and passionate about our shift away from the 'traditional lecturing' methodology to our blended-learning strategy – the VC Blend.

This blended-learning strategy extends learning beyond the confines of the classroom and creates opportunities for our students to work collaboratively, with peers and their educators, to construct their understanding of concepts. Student engagement is supported by the use of a learning management system (LMS) and the online learning materials that have been developed to underpin our teaching strategy.

This student-focused approach compels our students to be accountable for their learning while developing the critical skills they will need to thrive in the rapidly changing 21st century work environment.

As such, academic life for our students is dynamic, challenging and relevant.

Due to the VCBlend approach, you will be expected to spend time conducting your own research, study for assessments and work on assignments. To gain the most from the blended learning experience, VC's Wireless classrooms and campuses, students are required to BYOT (Bring Your Own Technology) such as mobile devices, netbooks, laptops or tablets, etc. so as to develop the necessary academic and digital literacies.

The curriculum below is correct at the time of print. Please note that in line with academic practice, The IIE's curriculum is annually reviewed thus changes may occur in module structure and sequence in order to ensure that the qualification remains relevant. The exit level outcomes of the programme do not change. Registered students receive an updated programme curriculum on an annual basis.

CERTIFICATION

Office Administration is a SLP that is certified by The Independent Institute of Education (The IIE). Varsity College is an educational brand of The IIE. Students enrolled for this SLP can submit an application for academic credit upon completion, to be exempt from the equivalent full qualification module when registering for *The IIE Higher Certificate in Human Resource Practices.

All SLPs available through Varsity College's The Business School have been specifically designed for working adults. These SLPs differ from The IIE full qualifications available through Varsity College which are registered on the National Qualifications Framework

(NQF). Before registration students must ensure that the programme selected best suits their individual learning and workplace objectives.

***Important note: Entrance requirements apply. Please speak to a consultant for more details.**

Curriculum changes may occur.



British Accreditation Council

The IIE is not only accredited in South Africa but its dedication to providing quality education also led to it being accredited by the British Accreditation Council (BAC) in 2014. The British Accreditation Council is an independent authority in the United Kingdom that accredits private providers globally, including Greece, Switzerland, Singapore, India, Mauritius and the United Arab Emirates. In 2017 The IIE had its accreditation status confirmed by the BAC as an International Higher Education Institution confirming our confidence in the international comparability of our standards.

“South African students need to know, when they select a private higher education institution, that the standards offered are equivalent to those of a public University. Our students get this from our extensive local accreditation and registration. The students also benefit from knowing that we meet international standards too. The IIE is accredited as an International Higher Education Institution by the British Accreditation Council. Locally and internationally we have demonstrated the quality of what we offer,” said Dr Coughlan, Director, The Independent Institute of Education.

The IIE’s Varsity College students can be confident that their IIE learning experience meets international best practice standards.”

Please note that this fact sheet is accurate at the time of publication. The Independent Institute of Education (The IIE) reserves the right to alter any of the content prior to commencement of registration due to changes in regulation, policy, market requirements or any other valid reason.