Waterfall
SCHOOL OF BUSINESS

FACT SHEET

SHORT LEARNING PROGRAMME: BUSINESS ADMINISTRATION



Acquire fundamental business administration skills with the Waterfall School of Business Skills Certificate: Business Administration. This comprehensive course covers various aspects, including office administration and data processing, to equip you for success.

Enrolling in this course is highly recommended if:

- You aspire to gain the essential skills required for a business or office administration career.
- You are a business owner seeking to enhance administrative efficiency by learning to manage your admin tasks effectively.

Choose the Waterfall School of Business Skills Certificate: Business Administration and unlock a world of opportunities in the dynamic field of business administration.

Course code:

BA100-01

Accreditation status:

This is a non-credit-bearing Short Learning Programme.

Course duration:

6 months

Entry requirements:

No Matric

Topics covered:

- Fundamental Business Skills 101
- Office Practice 101
- Office Data Processing 101
- Business Practice 101

Assessments:

- Students are required to complete 1-2 assignments per topic.
- There are no exams for this course.

Type of certificate awarded:

Upon completion of this course, students will be awarded a **Waterfall School of Business Skills Certificate: Business Administration** from **Waterfall School of Business**.

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