





FACULTY OF COMMERCE

Skills Certificate: Exceutive Secretary

Embark on a rewarding career as an Executive Secretary or Personal Assistant with the Waterfall School of Business Skills Certificate: Executive Secretary (Personal Assistant) course. This comprehensive program equips you with essential skills to excel in these roles, covering key areas such as:

- Business communication
- Office Administration
- Marketing
- Human resources

Whether starting your journey in this field or aiming to enhance your existing administrative skills, this course is for you. Prepare yourself for a successful career as a trusted professional supporting executives and managing daily operations. Enrol now and take the first step towards becoming an accomplished Executive Secretary or Personal Assistant.

Course code:

CER4098-03

Accreditation status:

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

Duration:

8 months

Entry requirements:

None

Topics covered:

- Basic Business Communication
- Human Resource Management 1
- Marketing Management 1
- Office 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: **Executive Secretary** (Personal Assistant) from Waterfall School of Business.



