





FACULTY OF COMMERCE Skills Certificate:

Skills Certificate: Professional Secretary

Enhance your career as a Professional Secretary with the Waterfall School of Business Skills Certificate: Professional Secretary (Human Resource). This course provides the necessary knowledge and skills for a successful secretaryship while offering insights into vital areas of human resource management. Ideal for aspiring or current secretaries looking to upgrade their skills or individuals in administrative roles seeking Human Resource knowledge without a full degree. Take the next step in your professional journey and enrol today.

Studying this course may be a good option if:

- You want to gain an understanding of project management and related topics, without having to write exams
- You want to learn new skills, as well as how to apply them in a project management context
- · You want to enhance your CV and your skill set

Course code:

CER4099-09

Accreditation status:

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

Duration:

8 months

Entry requirements:

None

Topics covered:

- Management Principles
- Fundamentals of Business English
- Human Resource Management 1
- Fundamentals of Office Administration

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: **Professional Secretary (Human Resource)** from Waterfall School of Business.





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