

SHORT LEARNING PROGRAMME: OFFICE MANAGEMENT AND ADMINISTRATION



Programme Overview

This module equips learners with the administrative and organisational skills required to manage office environments effectively.

Career Opportunities

- Office administrator
- Personal assistant
- Administrative officer
- Operations support

Course Code

WSOFMA010

Accreditation Status

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

Duration

6 - 8 weeks

Entry Requirements

- No formal requirements

Topics Covered

- Office systems and procedures
- Business communication
- Records management
- Time management
- Office technology

Assessments

Students will be expected to do a variety of assessments. This can include assessment activities such as tasks, activities, formative, summative and port folios of evidence.

Certification

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