KNOWLEDGE & SKILLS TVET COLLEGE

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OFFICE ADMINISTRATION

Your Key to Efficiency!



PRACTICAL LEARNING | **INDUSTRY EXPOSURE** | **GLOBAL OPPORTUNITIES** | **CAREER SUCCESS**

LEVEL 3
VOCATIONAL DIPLOMA IN OFFICE ADMINISTRATION
(12 months)

- Occupational Safety and Health
- AI and Skills for Computing
- Communication Skills and Public Speaking
- Event Operations
- Introduction to Office Administration
- Databases and Big Data Technologies
- Office Procurement and Finance Handling
- Office Documentation and Logistic Handling

LEVEL 4
VOCATIONAL ADVANCED DIPLOMA BACHELOR OF BUSINESS MANAGEMENT
YEAR 1
(9 months)

- Environmental, Social and Governance
- Hospitality Revenue and Yield Management
- Operations Management in Hospitality Industry
- Database Design and Modelling
- Personal and Professional Development
- Principles of Management in Hospitality Industry

LEVEL 5
GRADUATE DIPLOMA BACHELOR OF BUSINESS MANAGEMENT
YEAR 2
(12 months)

- Social Media and Digital Marketing
- Business Data Analysis
- Business Statistics
- Data Visualisation
- Analysis of Financial Statements
- Investment Analysis
- Facilities and Logistic Management
- Retail and Mall Management

LEVEL 6
BACHELOR OF BUSINESS MANAGEMENT
YEAR 3
(12 months)

- Leadership and Team Dynamics & Development
- Human Resource Management
- Project Management
- Entrepreneurship
- Finance for Non-Finance Managers
- Sales and Marketing
- Global Business Economics
- Quality Management System









ENTRY REQUIREMENTS

- Minimum 16 years old
- No qualification required
- Progression students need to provide previous qualification transcript*



Practical Learning, Lifetime Success

CAREER PROSPECTS

- Administrator
- Personal Assistant
- HR Assistant
- Business Administrator

ENROL TODAY!
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www.knowskillstvet.com