

## LEVEL 3

Four modules must be completed to be awarded with the Diploma: Business Administration

### Fundamental Business Skills 301

This module will teach learners:

- How to obtain information in a business, present it in a report format and distribute it effectively
- The concepts of leadership and management
- To apply leadership techniques to individuals and teams within the work context

### Management Practice 301

After this module learners will know how to coordinate and plan skills development in an organisation.

This module:

- Describes the management activities involved in running a successful business and explains the basic activities involved in the management process
- Identifies and explains the main tasks required of managers
- Teaches how to implement an effective change management programme
- Includes the importance of motivating a team and applying theories of motivation

### Office Data Processing 301

During this module learners will learn:

Internet - searching, sending electronic mails  
MS Excel - solving business related problems

### Business Practice 301

In this module learners will learn:

- How to achieve personal effectiveness in a business
- How to comply with organisational ethics and display cultural awareness in dealing with customers and colleagues
- How to apply efficient time management to the work of a department/division/section
- How to analyse new developments reported in the media that could impact on the business sector



## ADVANCE YOUR CAREER

With Oxbridge Academy that dream job or big promotion is a destination that can also be on YOUR flight plan! In addition to our BUSINESS ADMINISTRATION PROGRAMME, we offer more than a hundred programmes in a wide variety of industries – agriculture, entrepreneurship, communication, business studies, law and governance, computer studies, medical studies, hospitality, accounting, new venture creation, project management and safety management and that's not even all of them. We undertake to assist and guide you every step of the way in successfully achieving your career goals.

It's YOUR EDUCATION... it's YOUR CHOICE!

Just take that first step and board the jet to propel you to a new destination... to a wide open world of opportunities!

Contact any of our Student Advisors to find out more or get on board.

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### Oxbridge Programmes

Certificates and diplomas that enhance your skills and create career opportunities. These programmes are offered, assessed and certificated by Oxbridge Academy. These programmes are not credit bearing but are unit standard aligned and give learners the opportunity to articulate to other levels. This acknowledges that Oxbridge's vision is aligned with the NQF and that Oxbridge provides quality programmes offering good value, in relation to the service delivered and course fees paid.

### Admission Requirements:

A learner without a Grade 12 (Matric) certificate will start at the Certificate level of the program and progress through the Higher Certificate to the Diploma level. A learner with a Grade 12 (Matric) certificate may elect to start at the Higher Certificate and progress to the Diploma level. It is however advisable to start at the Certificate level if a learner is not familiar with the learning field.

Duration: Each level will take 10 months to complete.

Assessment Information: Formative assessments in the form of activities in the learner guide (we supply learners with model answers) and a summative assessment in the form of an assignment, which must be completed and handed in to be assessed by qualified assessors of Oxbridge Academy.

Awarding Body: Oxbridge Academy awards the certificates and diplomas.



## BUSINESS ADMINISTRATION

## BECOME AN ADMINISTRATION SPECIALIST

### EDUCATION

The Best Investment In Your Future

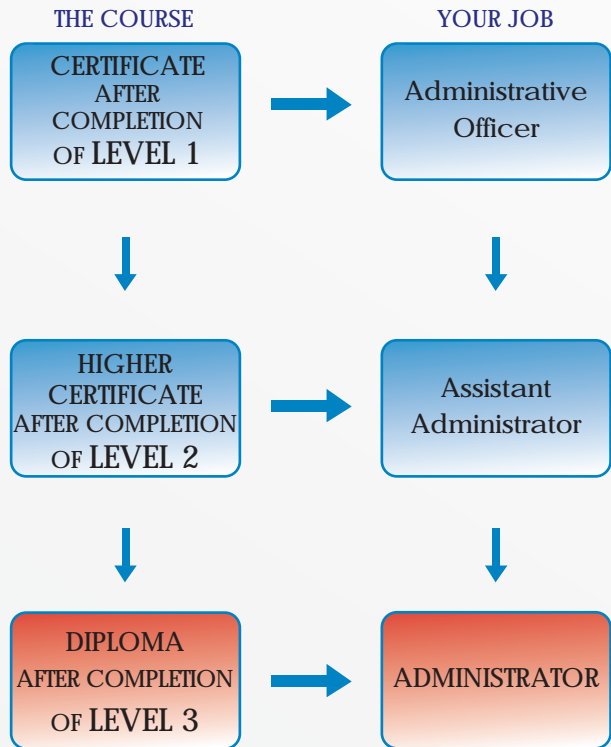
This qualification is for any individual who is, or wishes to be involved in the Administration function of any organisation or business, in any sector or field, as well as in non-commercial organisations such as clubs and charitable organisations.

This programme has three levels: Certificate, Higher Certificate and Diploma.

This programme guides a learner from a point of basic knowledge to advanced levels of competence.

It is structured to recognise learners for their progress, by issuing a certificate of completion after each level. After the successful completion of the advanced programme a diploma will be issued by Oxbridge Academy.

## YOUR CHOICES



### LEVEL 1 - CERTIFICATE

Four modules must be completed to be awarded with the Certificate: Business Administration

#### Fundamental Business Skills 101

This module will teach learners how to:

- Use mathematics to plan and control personal and/or household budgets and income and expenditure
- Use simple and compound interest to make sense of and define a variety of situations including investments, stocks, inflation, appreciation and depreciation
- Investigate various aspects of financial transactions including costs, prices, revenue, cost price, selling price, loss and profit
- Express themselves clearly and precisely when writing, and will be able to explore new forms of writing in thoughtful and organised ways

#### Office Practice 101

In this module:

- Learners will learn how to maintain the reception area and handle customer enquiries in an office setting
- They will be skilled to receive, consult and direct visitors in a reception area
- Learners will learn how to employ effective telephone etiquette and how to take care of relevant equipment
- The receiving, distributing and dispatching of mail will also be discussed

#### Office Data Processing 101

After completing this module learners will be able to operate a personal computer system. They will know how to install PC peripheral devices and manage files in a GUI environment.



#### Business Practice 101

This module will teach learners how to:

- Contribute to the health, safety and security of the workplace
- Investigate the structure of an organisation and how to organise themselves in the workplace
- Manage their time and work processes within a working environment

### LEVEL 2

Four modules must be completed to be awarded with the Higher Certificate: Business Administration

#### Fundamental Business Skills 201

This module:

- Teaches learners how to behave appropriately in a business environment
- Teaches learners negotiation skills in a business environment, enabling them to negotiate successfully
- Includes meetings, agenda's and minutes.

#### Office Practice 201

After this module learners will:

- Be able to plan, monitor and control office supplies
- Know how to use information systems
- Be able to manage their own diary and those of others
- Know how to coordinate meetings, events and travel arrangements

#### Office Data Processing 201

During this module learners will learn how to use MS Word to produce business documents.

#### Business Practice 201

After this module:

- Learners will have proper knowledge of employment relations in an organisation
- Learners will be able to handle and resolve conflict in the workplace and will know how to introduce new staff
- They will learn how to plan and conduct research in office environments

