



## BUSINESS ADMINISTRATION

### ENTRY LEVEL

Telephone	8 Hours
Spoken & Written Communication	16 Hours
Customer Excellence	8 Hours
Image Confidence	16 Hours
CV preparation	8 Hours
Self Management	20 Hours
Time Management	8 Hours
Intro Sales Training	16 Hours
Assertiveness	16 Hours
Introduction to Business Ethics	<u>8 Hours</u>
	<u><b>132 Hours</b></u>

Basic MS Programmes **16 Hours per programme Word, Excel PowerPoint**

If Students have no Microsoft experience these programmes can be completed with Career Skills Lessons 8 hours per day Mondays and Thursdays  
Research work is compulsory  
Projects to be handed in after each programme

Students from Grade 11 & 12 are acceptable.