



BUSINESS ADMINISTRATION ENTRY-LEVEL

Telephone Skills	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	8 Hours
132 Hours	

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 & above are acceptable.