

**COURSE NAME:** National Certificate III in Company Administration

**INTRODUCTION:** The holders of this qualification are expected to work as an Administrative Officers, mainly in an office and will be working under the supervision of an Office Administrator

**CODE:**

**MNQF:** Level 3

**DURATION:** 4 Months

**COURSE FEE:** 9,500/- MRF

Registration Fee: 500 MRF

Assessment Fee: 1,000/- MRF

**MODE:** Face to Face

**ENTRY CRITERIA:** Successful Completion of Higher Secondary Education

**INTAKE:** January / July

**MODULES:**

- Observe personal and workplace hygiene practices
- Practice health, safety and security practices
- Provide effective customer care
- Practice effective workplace communication
- Perform computer operations
- Organize schedules
- Maintain financial records
- Process payroll
- Organize workplace information
- Maintain business resources