OFFICE ADMINISTRATION SUPPORT CERTIFICATE PROGRAMS

Office Admin Support prepares the student for a career in Office Administration in both the public and private sectors of the economy. The program is designed to produce graduates with the appropriate skills to become efficient and effective office administrators. It entails managing front office operations, office mail, coordinating official meetings, managing office security, managing office telephone calls, processing computerized documents, demonstrating shorthand skills and demonstrating ICT skills.

PROGRAM	UNITS	ELEGIBILITY	DURATION	MODE OF STUDY	INTAKE
OFFICE ADMIN SUPPORT	Customer relations Communication Basic Statistic Analysis Keyboarding 35WPM Exams	High School Certificate	20Week Program	Online	Ongoing