



COURSE OVERVIEW

OFFICE MANAGEMENT

Here is a quick overview of your course plus useful information about navigating the online platform.

Your semester starts once you have completed your onboarding.



***Tomorrow belongs to people
who prepare for it today.*** -AFRICAN PROVERB



PROGRAMME OVERVIEW

This course will equip you with the essential knowledge and skills to effectively manage and organise a busy office environment. You will unpack the functions of an office manager, including planning, leading, managing and HR related duties. You will also learn to manage office safety, suppliers, cash flow and budgets, and office technology.

WHAT YOU WILL LEARN

Your course contains 9 substantive modules/units. See an overview below:

- Outline the role and function of office managers, including planning and leadership.
- Apply best practice principles to the management of the front of office (reception).
- Perform limited HR management activities and implement OHSA legislation in the office.
- Explain and document the processes involved in managing office supplies and suppliers.
- Discuss financial planning and budgeting, and prepare a cash budget.
- Describe the various hardware and software requirements of an office environment, and emerging technologies.

ASSESSMENT INFO

Students must complete and submit various formative and summative assessments for each module. Refer to the Course Guide on the Virtual Campus for information on assessments in this course. You will also learn more about assessments during orientation.

EXPERTISE YOU CAN TRUST

- | 20 YEARS OF INNOVATIVE LEARNING
- | OVER 65,000 SUCCESSFUL STUDENTS
- | CURRICULA DEVELOPED BY LEADING ACADEMICS AND INDUSTRY EXPERTS
- | QUALITY ASSURED QUALIFICATIONS



- 3 months
- ± 8h Study time per week per module
- Fully online | Mobile friendly
- Earn an industry-ready certificate
- 6 CPD points, can only be claimed through OPSA membership

HOW TO STUDY ONLINE

You will study entirely online, using our iQ Virtual Campus as follows:

- Log into your profile.
- Complete the Onboarding (including New Rules).

Your course starts once you have completed your Student Onboarding on the Virtual Campus, where you will gain access to the Programme rules and your Programme Guide.

Content for each module will be made available based on a structured learning path to guide you through the learning process over a fixed period. For your convenience, the study guide units for each module are available separately in the respective unit sections on the learning platform (in digital format).

You can download this for offline use.

ACADEMIC SUPPORT

We understand that studying online can sometimes be isolating and challenging, so we have worked hard to ensure your course is interactive and you are supported to ensure academic success. If you need to contact your course coordinator or require admin or account-related support, complete a form for assistance, [click here](#).

