

Administration Systems, Processes and Projects

Course Overview

You can be an admin guru!

To become a admin guru, you need solid systems and processes to create an effective and efficient work flow and output. In this course, you will master how to analyse and improve your existing administrative systems and processes while demonstrating to management your technical knowhow and administrative competency.

Level: 5 **Fee:** 630 **Weekly Hours:** 15 **Credits:** 15 **Weeks:** 9

Learning Outcomes

On successful completion of this course students will be able to:

1. Analyse the effectiveness and efficiencies of business administration systems and processes.
2. Identify and recommend improvements for administration systems and processes to support a business entity.
3. Plan, co-ordinate, monitor, and manage project/s administration.

Course Content

- Business administration systems and processes are analysed for their effectiveness and efficiency in supporting operational needs.
- Identify and recommend improvements to support a business entity
- Stakeholder communications
- Project stakeholders are consulted and project outcomes are documented.
- Use of tools for planning and coordinating a project is demonstrated.
- Plan, coordinate, monitor and manage project/s administration.

Assessment

No	Assessment Type	Weighting
1	E-Portfolio	40%
2	E-Portfolio	60%



Contact Us

Our enrolment coordinators can answer any questions.

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