



## ADMIN FOUNDATION LEVEL OFFICE SKILLS

### DESCRIPTION

This course provides students with a rounded introduction into office administration work.

*"She (the tutor) is full of life and makes the course very enjoyable"*

### OBJECTIVE

To provide a stepping stone into your first office administration role.

It will also help people develop the skills needed to enable them to take our Administration Courses, Secretary PA Course, Secretary PA Diploma, Legal courses etc.

### BENEFITS

Provides a competence in **foundation office skills**;  
Builds **confidence**; develops the skills for **job readiness**  
which are needed for **entry to job market**.

Any successful student will receive an automatic £100 credit for another Souters' course.

### COURSE CONTENT

#### Office skills:

- Organisational structures and job roles;
- Health and Safety
- The Functions of the Office
- The duties of a junior secretary, office administrator
- The functions of a Receptionist
- How to develop Telephone etiquette and procedure
- How to handle mail
- Basic HR department functions
- Foundation proofreading skills
- IT and Keyboard Skills: Touch typing up to 25wpm; Copy typing exercises; Beginner training in MS Word, which is compulsory, and your choice of one of MS PowerPoint, Outlook or Excel (all available in 2007, 2010 and 2013).

## COURSE FORMAT

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Consists of a two-day tutor led course segment which is then followed by supervision and assistance over a one month period, which is flexi-time to suit your schedule.

## DATES AND DURATION

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All upcoming start dates can be found within the schedules page online . The Microsoft training and typing course can be started early, if requested.

The course has tutor led classroom sessions for two days and thereafter you may attend on flexi-hours. For your ease, some training can be carried out at home, online.

## COURSE REQUIREMENTS

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Standard secondary education, common sense, good English language skills and the desire to get ahead.

It is an introduction so there are no pre-requisites for experience.

## SUITABLE FOR

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The course is ideal for people looking for a first job in office administration. Here are some examples; school leavers, foreign workers looking to train for a first office job in the UK and people with experience in non-clerical work who want to get a new job.

However, it is open to all without experience, we consider all job histories. Please look at the [Administration Course](#) or [Administration Diploma](#), if you feel that this is too basic.

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## OUTCOME

**A Certificate in Foundation Level Admin is issued on successful completion.**

