



ADMINISTRATION DIPLOMA

OBJECTIVE

To deliver a comprehensive range of training in Office Administration which is highly effective in creating job readiness for office support staff positions.

To combine class instructions by experienced tutors with state of the art tutor supported IT training and keyboard skills.

DATES AND DURATION

The Administration main course section is tutor led in a classroom format over three full days finishing with an assessment. The IT section can be completed over three months on a flexi time basis.

Check [schedule](#) for dates

COURSE FORMAT

The main course is taught in a conventional classroom with live tutors.

ADDITIONAL INFO

If you do not want to get the Microsoft Office Training and Certification, please see our [Administration Course](#) without this training.

SUITABLE FOR

People from another profession, qualified school leavers or graduates wanting to move into administration roles. It can also suit secretaries and PA's looking to broaden their skills and open new doors.

Existing Office Admin staff often find it useful to consolidate their skills and build confidence or gain promotion through the certification

COURSE REQUIREMENTS

No specific requirements beyond a good standard level of secondary education.



Microsoft® IT Academy
Program Member

BENEFITS

- Intense and fast track yet with a friendly environment.
- This is a route to gain office administration skills and improved employability status
- Certification on successful completion

Outcome

The student will gain recognised qualifications and real job skills to enable him/her to apply for variety of office administrative roles.



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COURSE CONTENT

Key areas of the course are:

1. Admin Skills

- Policies and procedures of organisations including codes of practice, handbooks etc.
- Preparation of Business documents, letters, faxes etc.
- Organisational charts
- Health and Safety
- Communications
- Legislation and compliance
- Equal opportunities and diversity
- Customer focus
- Delegation and supervision
- Set the correct priorities
- Team working
- Targets and budgets
- Management styles explained
- Filing and record keeping
- Time management

The first part of the course is taught with a combination of interactive tuition, practical exercises and theory.

2. Microsoft Office Training

- Three Microsoft Office Training Products to Proficient Level: (you choose which three)
- On completion of the training course, you will take Microsoft Office Specialist based exams.