

## BEGINNER OFFICE SKILLS TRAINING



### COURSE OBJECTIVE

Souters is a specialist training provider for office professionals.

The Beginner Office Skills training package is an ideal package for someone who is new to office work. It has been designed to develop the fundamental skills required to gain your first office job. There are training modules in Typing and Microsoft Office, which are fundamental for any office professional.

### WHO SHOULD TAKE THIS COURSE?

- Anyone who is looking for their first job, working in an office environment.
- The training develops skills in the two areas that entry level office jobs require. The majority of recruiters and employers will test your typing and Microsoft Office skills.
- You can build the core skills required to pursue more advanced training course, diplomas and careers.

### COURSE DETAILS

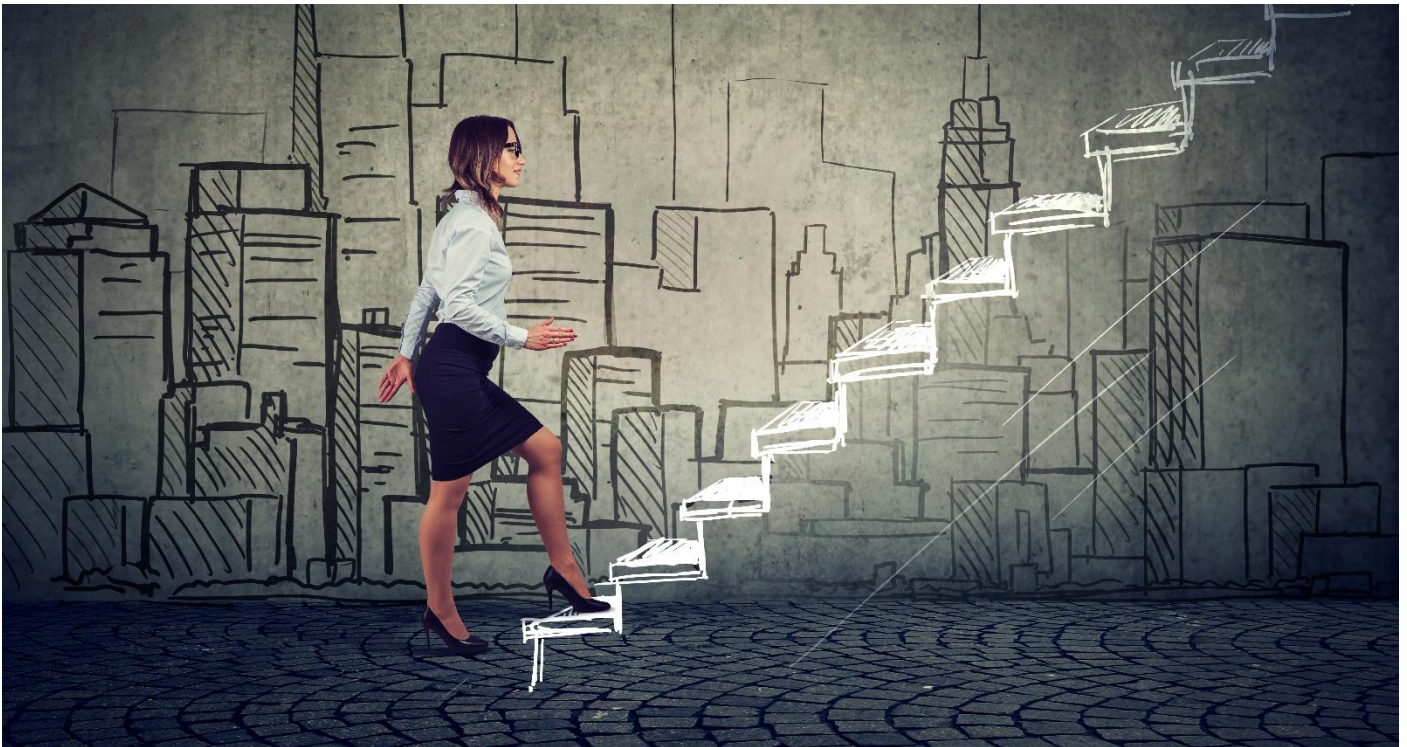
There are three modules in the course:

- Two MS Office Beginner to Intermediate level topics as per plan. You can choose between the below MS Office packages:
  - Word 2010, 2013 or 2016
  - Excel 2010, 2013 or 2016
  - Outlook 2010, 2013 or 2016
  - PowerPoint 2010, 2013 or 2016
  - Access 2010
- Touch typing Training Course

### ACCREDITATION

The Course is fully accredited by the CPD Standards Institute. This means that successful completion will lead to CPD Certification.

This provides a professional qualification that will build your CV and open career options.



## FUTURE CAREER AND TRAINING OPTIONS

Successfully completing this course will enable students to gain the skills and knowledge required to attain their first office job. The skills base is ideal for someone who is looking to continue to advance their careers.

Many people have continued their studies to become PAs, Executive Assistants, Administrators and other well paid roles. Discounts are offered for anyone who would like to continue training at higher levels.

## TRAINING METHOD

The course is delivered by interactive training systems that are state of the art. A virtual tutor will instruct you, correct you and provide interactive assignments.

At the end you will complete assessments. Training can be done online or at our London centre.

## COURSE FEES

The course has a cost of £279. The course will last for up to 3 months. You will be able to complete the course sooner, if you opt to take an intensive study plan.

## COURSE FEES

## COURSE BENEFITS

- Gain a CPD Certification, this is a professional qualification to build your CV and job options.
- Get the skills and confidence to commence and build an Office based career.
- Study full-time or part-time with one of London's most recognised Office Skills training centres.
- Open up the options to continue to study to much higher levels.

The CPD Standards Office

CPD PROVIDER: 21228  
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