



SECRETARY/PA

DIPLOMA

OBJECTIVE AND OVERVIEW

To provide a comprehensive set of Secretarial and PA training, thereby creating for the student a full range of secretarial and MS Office skills which will greatly enhance job options.

To provide the student with the sound knowledge base and real practical ability/job readiness to perform effectively in a PA or Secretary Role.

BENEFITS

- Tutor led in-house training
- Internationally recognised
- High job readiness on completion of course
- Assistance with job hunting
- Confidence building through development of in depth skills

CONTENT

The Diploma components are:

- Souters' Secretary/PA Course
- MS Word 2007, 2010 or 2013 to Proficient Level
- MS Outlook 2007, 2010 or 2013 to Proficient Level
- MS PowerPoint or MS Excel to Proficient Level; 2007, 2010 or 2013
- Typing and audio training. (Audio typing is included in the fee but optional as a Certification unit).
- Beginner training if requested and is only available to people who have no prior office work experience.

Once all elements are completed a full range of certificates will be issued together with the overriding Diploma itself.

Your tutor will also provide guidance on CVs and interview techniques to help you get your first job.

FORMAT AND OVERVIEW

The Diploma combines the live, tutor led and practically focussed Secretarial PA Course with training and certification in three MS Office subjects, with additional typing and audio training. The MS Office and typing training can be made available online.

There is an assessment at the end of the Secretarial PA Course and for all technical units (e.g. MS Office, typing etc.)

Outcome:

On successful completion:
Secretarial PA Diploma; Microsoft Certification of 3 Microsoft packages and Typing/Audio Certification.

DATES AND DURATION

The next available course can be found on the [schedule page](#).

The Secretarial / PA Course runs full-time for 1 week or part-time (evenings or weekends) for 5 or 10 weeks. All courses have a live tutor and end with a practical assessment.

The Touch Typing Course is flexible and can be completed in-house and at home; students have 3 months to reach the pass standard for certification (45 words per minute). Access to the Typing Course system is available for one year.

The Microsoft Office Training needs to be completed within 3 months from commencement, which is normally after the end of the Secretarial PA Course. Again this can be completed in-house or at home, although all exams must be taken at the centre (special arrangements will be made for overseas students).

Access to the Microsoft IT Training system is available for 1 year in case you need to access it when in the workplace.

WHAT DO I NEED TO JOIN, WHO IS THIS COURSE FOR?

A good secondary level of education and at least some office or clerical experience. If in doubt, please ask us and we can advise your best path. There is a [Secretary Foundation Level](#) if you feel that you need more foundation level training, before commencing a more advanced course.

"Much of her work uses in-house computer software and she makes extensive use of MS Office, especially Word and Excel. Thanks to her training with you she has coped well with the IT requirements and is able to concentrate on the needs and disciplines of the business."

- Peter Evans, His granddaughter successfully completed the Secretary PA Diploma and is now working.

"This course is retraining me and enhancing my skills. I really am learning so much and every time I type anything now"

