

Admin Assistant Diploma

This diploma is for those who wish to change career and work in an office environment. You will leave this course fully equipped for this role: able to touch type, competent in the latest MS Office applications, and with knowledge of business documentation and office communications.



Course Content (9 Core Courses plus 1 elective)

Core Subjects

Computer keyboard skills or typaz- Learn how to touch type accurately, using the correct keyboard technique

Business Document Production - Develop skills and understanding of routine and complex business documents.

Communication at Work - Learn to communicate effectively in business

Microsoft Excel - Learn spreadsheet skills to a good business standard. This will enable you to create spreadsheets, enter data, formulas and functions, create charts and more.

Microsoft Word - Learn word processing skills to a good business standard.

Microsoft PowerPoint - Gain competency in creating slide presentations. Areas covered include formatting, inserting tables, pictures, sound, hyperlinks, and applying transition and timing effects to a slide show.

Microsoft Outlook - Learn how to share, manage and schedule information electronically.

Microsoft Access - Develop database skills from initial design stage to running reports and queries.

Recommended Electives - choose ONE:

- Keyboard Speed Development
- Receptionist - seminar
- Telephone Techniques - seminar
- Go... Get that Job!
- Health and Safety Essentials

The above are recommended electives for this Diploma. Alternative subjects may be chosen. Please discuss the options with your Course Advisor.

Guideline Learning Time: 5 weeks full-time* (150 hours flexi study) **based on 20-30 hours a week*