



Admin, Secretarial & PA





ADMIN, SECRETARIAL & PA

Gain outstanding and practical administrative skills and work as a successful admin, secretary, or PA with the helping hand of this comprehensive **Admin, Secretarial & PA** bundle!

This premium **Admin, Secretarial & PA** bundle has you sorted from surface-level knowledge of administrative management to the deep-rooted understanding of Admin, Secretarial & PA skills like online bookkeeping and QuickBooks. You'll gain the competency to work in any administrative field and achieve success as effortlessly as possible. On top of that, you will also gain the administrative skills to make significant improvements in your personal life. What a bargain!

Secure your future with the help of this **Admin, Secretarial & PA** bundle and gain success in both your personal and professional life! Enrol now, and seize endless opportunities!



Learning Outcomes of this Admin, Secretarial & PA Bundle:

- Gain competent admin support skills.
- Be able to manage time efficiently.
- Develop practical administration and communication skills.
- Familiarise yourself with important business etiquette.
- Gain in-depth knowledge about invoicing and petty cash.
- Learn about family law and insurance.
- Know in-depth about personal assistance
- Gain excellent Microsoft office skills and much more!

Admin, Secretarial & PA Bundle Specialities

- 38 hours of instant video lectures and downloadable resources.
- Affordable premium-quality E-learning content, you can learn at your own pace.
- You will receive 9 completion certificates upon completing the Admin, Secretarial & PA Bundle.
- Internationally recognised Accredited Qualification would boost up your resume.
- You will learn the researched and proven approach of Admin, Secretarial & PA adopted by renowned experts.

Assessment

After completing all the modules of the Admin, Secretarial & PA Bundle, your learning will be assessed by an automated multiple-choice based exam. You may choose to participate in a Mock Exam before attending the course completion Final Exam with absolutely no extra cost.



Certificate

This Admin, Secretarial & PA Bundle comes with FREE PDF Certificates, PDF Transcripts, making it the perfect value for money. You can also claim a Hard Copy certificate for only £10.99.

This self-paced Admin, Secretarial & PA Bundle by Skill Up, loaded with up-to-date knowledge and techniques, is truly ideal for all aspiring professionals.

Let your eLearning experience meet the utmost satisfying level by enrolling in our premium Admin, Secretarial & PA Bundle now!



The Admin, Secretarial & PA Bundle Consists of the Following Courses:

- Course 1: Admin, Secretarial & PA- Level 5
- Course 2: Administrative Management
- Course 3: Office Skills
- Course 4: Corporate Writing Masterclass
- Course 5: Virtual Team Building & Management
- Course 6: Minute Taking Masterclass
- Course 7: Online Bookkeeping and Quickbooks Course
- Course 8: Sage 50 Payroll
- Course 9: Certificate of Workplace Health & Safety Basics Proficiency (CWHSP)

Curriculum Breakdown of the Premium Courses:

➤ Admin, Secretarial & PA- Level 5

- Module 01: Personal Assistant
- Module 02: Admin Support
- Module 03: Administrative Management
- Module 04: Organisational Skills
- Module 05: Telephone Etiquette
- Module 06: Business Writing
- Module 07: Time Management
- Module 08: Body Language and Effective Communication
- Module 09: Meeting Management
- Module 10: Microsoft Excel

➤ Administrative Management

- Module 1: Introduction to Office Administration
- Module 2: Skills of an Effective Administrator
- Module 3: Business Etiquette
- Module 4: Business Telephone Skills
- Module 5: Representing Your Boss and Company
- Module 6: Mail Services and Shipping
- Module 7: Travel Arrangements
- Module 8: Organising Meeting and Conferences
- Module 9: Time Management
- Module 10: Record Keeping and Filing Systems
- Module 11: Business Writing Skills
- Module 12: Organisational Skills
- Module 13: Communication Skills
- Module 14: Customer Service
- Module 15: Effective Planning and Scheduling
- Module 16: Invoicing/Petty Cash



➤ Office Skills

- Module 1: Introduction to Office Administration
- Module 2: Skills of an Effective Administrator
- Module 3: Effective Planning and Scheduling
- Module 4: Organising Meeting and Conferences
- Module 5: Record Keeping and Filing Systems
- Module 6: Business Writing Skills
- Module 7: Minute Meeting, Decision and Action
- Module 8: Tips for Minute Taking
- Module 9: Time Management
- Module 10: Stress Management
- Module 11: Business Telephone Skills
- Module 12: Communication Skills
- Module 13: Conflict Management
- Module 14: Organisational Skills

➤ Corporate Writing Masterclass

1. About corporate writing


- 1.1. Introduction
- 1.2. What is corporate writing?
- 1.3. Exercise
- 1.4. The benefits of corporate writing
- 1.5. Get a job or work for yourself?
- 1.6. Summary

2. Master the craft

- 2.1. Introduction
- 2.2. Get prepared
- 2.3. Start writing
- 2.4. Active writing and flair
- 2.5. Structure
- 2.6. Editing
- 2.7. Summary

3. How to succeed

- 3.1. Introduction
- 3.2. Understand the market

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- 3.3. Get the right tools
 - 3.4. Set your price
 - 3.5. Winning work
 - 3.6. Positioning yourself
 - 3.7. Applications
 - 3.8. Portfolios and promotion
 - 3.9. Selling
 - 3.10. Be great to work with
 - 3.11. Protect yourself
 - 3.12. Summary exercise

➤ **Online Bookkeeping and Quickbooks Course**

Getting prepared - access the software and course materials

- The structure of the course – first things first
- Set up free trial

Getting started

- Starting A New Company File

Setting up the system

- set up nominal accounts
- Enter opening balances
- Reverse opening balances – accruals and prepayments
- report journal

Nominal ledger

- amend the nominal ledger
- Report listing the nominal ledgers



Customers

- Enter customers
- Report on customer contact information

Suppliers

- enter suppliers
- supplier contact list

Sales ledger

- Enter invoices
- Invoice entering Quickbooks Online Bookkeeping Diploma
- Invoice batch
- Post Sales Credit Notes
- Report showing Customer Activity
- Aged Debtors

Purchases ledger

- Post Supplier Invoices
- Entering a batch of supplier bills
- Credit Notes Suppliers
- Reclassify supplier bills – flash bulbs purchased
- Supplier Account Activity Report

Sundry payments

- Post Cheques
- Report showing supplier payments

Sundry receipts

- Receipts from customers
- Report showing customer receipts

Petty cash

- Post Petty Cash Transactions and Report
- Post cash payments to ledgers
- Enter petty cash items
- Report on Petty Cash Payments Proper
- Post Sundry Payments
- Report Bank Payments

VAT - Value Added Tax

- VAT Return

Bank reconciliation

- Reconcile The Bank
- Provide A Report Showing Any Unreconciled Transaction

Payroll / Wages

- Post the Wages Journal
- Posting Journal adjustments

Reports

- Month end adjustments
- Month end reports

Tasks

Task- Creating the accounts

Task – Customer report

➤ Virtual Team Building and Management

- Module One: Setting Up Your Virtual Team (I)
- Module Two: Setting Up Your Virtual Team (II)
- Module Three: Virtual Team Meetings
- Module Four: Communication (I)
- Module Five: Communication (II)
- Module Six: Building Trust
- Module Seven: Cultural Issues
- Module Eight: To Succeed With a Virtual Team
- Module Nine: Dealing With Poor Team Players
- Module Ten: Choosing the Right Tools

➤ Minute Taking Masterclass

- Module 01: Introduction to Minute Writing

- Module 02: Preparation for Minute Taking
- Module 03: The Meeting Structure
- Module 04: Minute Meeting, Decision and Action
- Module 05: Roles and Responsibility of Minute Taker
- Module 06: Tips for Minute Taking
- Module 07: Technology in Minute Taking
- Module 08: Building Confidence

➤ Sage 50 Payroll

- Module 1: Payroll Basics
- Module 2: Company Settings
- Module 3: Legislation Settings
- Module 4: Pension Scheme Basics
- Module 5: Pay Elements
- Module 6: The Processing Date
- Module 7: Adding Existing Employees
- Module 8: Adding New Employees
- Module 9: Payroll Processing Basics
- Module 10: Entering Payments
- Module 11: Pre-Update Reports
- Module 12: Updating Records
- Module 13: e-Submissions Basics
- Module 14: Process Payroll (November)
- Module 15: Employee Records and Reports
- Module 16: Editing Employee Records
- Module 17: Process Payroll (December)
- Module 18: Resetting Payments
- Module 19: Quick SSP
- Module 20: An Employee Leaves
- Module 21: Final Payroll Run
- Module 22: Reports and Historical Data
- Module 23: Year-End Procedures

➤ **Certificate of Workplace Health & Safety Basics Proficiency (CWHSP)**

CHWSP Module Order:

- The Importance of Workplace Health and Safety Induction Training
- Basic Workplace Health & Safety Induction Training
- ENGLISH – Basic WHS Final Exam
- Course Completion Survey