



## **The Four Key Courses in Office Skills Bundle:**

**Course 1** - Personal Assistant


**Course 2** - Administrative Assistant

**Course 3** - Minute Taking

**Course 4** - Microsoft Excel

## **Course 1 - Personal Assistant**

### **Course Curriculum**

- Module 1 Personal Assistant
  - Module 02 Developing Interpersonal Skills
  - Module 3 Developing Communication Skills
  - Module 4 Task Management Tips
  - Module 5 Time Management Techniques
  - Module 6 Diary Management & Note Taking
  - Module 7 Meeting Management & Minute Taking
  - Module 8 Office Management and Supervision
  - Module 9 Networking & Relationship Management
  - Module 10 Record Keeping
  - Module 11 Telephone Etiquette
  - Module 12 E-mail Communication
  - Module 13 Presentation Skills
  - Module 14 Business Writing Skills
  - Module 15 Travel Arrangement
  - Module 16 Mail Services and Shipping
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## **Course 2 - Administrative Assistant**

### **Course Curriculum**

- Module 01: Introduction to Administrative Assistant
- Module 02: Workstation and Daily Routine
- Module 03: Relationship Management
- Module 04: Communication Skills of Administrative Assistant
- Module 05: Keeping Accurate Records
- Module 06: Office Equipment in an Organisation
- Module 07: Travel Arrangements
- Module 08: Email Management
- Module 09: Meeting Arrangement
- Module 10: Dealing with People and Managing Conflicts

## **Course 3 - Minute Taking**

### **Course Curriculum**

- Module 1 Minute Taking An Introduction
  - Module 2 Preparing for Minute Taking
  - Module 3 At the Meeting
  - Module 4 The Structure of a Meeting
  - Module 5 Taking Notes
  - Module 6 The Minute-Taking Process
  - Module 7 Recording Decisions and Actions
  - Module 8 Business English
  - Module 9 Building Confidence
  - Module 10 Effective Minute Taking
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## Course 4 - Microsoft Excel

### Course Curriculum

Section 1: Introduction

Section 2: Getting Started with Excel

Section 3: Values, Referencing and Formulas

Section 4: Intro to Excel Functions

Section 5: Adjusting Excel Worksheets

Section 6: Visually Pleasing Cell Formatting

Section 7: How to insert Images and Shapes!

Section 8: Visualize Data with Charts

Section 9: Excel's Printing Options

Section 10: Benefits of Using Excel Templates

Section 11: Working with Excel Datasets

Section 12: Excel Database Functions

Section 13: Excel Data Validation

Section 14: Excel PivotTables

Section 15: Excel's PowerPivot Add-In

Section 16: Excel's Conditional Functions

Section 17: Excel's Lookup Functions

Section 18: Text Based Functions in Excel

Section 19: Auditing Formulas & Custom Views in Excel

Section 20: Excel's "What If?" Tools

Section 21: Welcome to Excel VBA!

Section 22: The VBA Language

Section 23: Writing VBA Code

Section 24: Important VBA Tools and Logic

Section 25: Excel VBA Loops

Section 26: Triggering Macros

Section 27: Excel UserForms

Section 28: Starting a Career in Excel

