

# Office Skills, Secretarial & PA Training

CPD Accredited



Boost your skills with the best online courses

**HOTLINE 0203 874 9355**

## ABOUT US

We are one of the world's best online platforms, offering courses in everything from office administration, to accounting, to yoga - and much more. All of our 1000+ courses are taught by an expert teacher, and because every course is on-demand students can learn at their own pace, in their own time and on any device.

## OUR MISSION

The mission of Study365 is to provide industry relevant higher education to a diverse student population through innovative technology and experience teachers, enabling you to pursue personal and professional goals.

## OUR VISION

We hope to innovate online education on a global scale, and to be recognized as instrumental in the web application of instructional technologies which facilitate a new generation of e-learning and e-teaching.

## OUR PROCESS

We believe that online learning is the future, and as such, we are fully online. Providing outstanding resources to our learners straight to their laptop or device. We help students everywhere to achieve excellence.



### Get Certified

You'll be assessed by Study 365 on completion of your modules. In most cases you'll be graded instantly, so there is no frustrating waiting around to find out your grade. Depending on the course, you might also be assessed in a real working environment. Successful students will gain relevant certification, many of which are recognised by professional institutions.



### Excellent Value for Money

You'll be assessed by Study 365 on completion of your modules. In most cases you'll be graded instantly, so there is no frustrating waiting around to find out your grade. Depending on the course, you might also be assessed in a real working environment. Successful students will gain relevant certification, many of which are recognised by professional institutions.



### Go at your own Pace

Life can be hectic, we get that, so we won't pressure you to go at a pace that's uncomfortable for you. To us whether you're zooming through the modules, or taking the scenic route, it's all good. The beauty of studying with Study 365 is that you can set the pace, learn in the comfort of your own home, and even take us with you on holiday!



### Expert Tutor Support

Life can be hectic, we get that, so we won't pressure you to go at a pace that's uncomfortable for you. To us whether you're zooming through the modules, or taking the scenic route, it's all good. The beauty of studying with Study 365 is that you can set the pace, learn in the comfort of your own home, and even take us with you on holiday!

# Office Skills, Secretarial & PA Training

## About the course

### OVERVIEW

Often working in an administration or office role provides progression and can lead to management roles. If you hope to work in an office environment then this course is perfect. Whether you have some experience or are a beginner, the course covers everything in an easy-to-understand style, and you will have help from a personal tutor whenever you need it.

#### What will I learn?

The course provides the opportunity to gain recognised skills in:

- Microsoft Word, Excel, Powerpoint, Access and Outlook
- Diary management, record keeping, and filing
- Business, report and e-mail writing
- Handling confidential documents
- Taking notes, dictating, and proofreading
- Arranging interviews, bookings, and travel
- Delivering mail
- Speed reading and speed typing
- Creating an effective CV and cover letter
- Receptionist, customer service skills, and telephone skills
- Bookkeeping, Quickbooks for payroll management
- Invoicing and petty cash

As you can see, the course covers the fundamentals of office admin and receptionist duties, and also covers more advanced areas. This is so candidates are able to build knowledge and will be fully prepared for work. Take the skills you learn from us and kick start a fantastic and successful career.

Learning with Study 365 has many advantages. The course material is delivered straight to you and can be adapted to fit in with your lifestyle. It is created by experts within the industry, meaning you are receiving accurate information, which is up-to-date and easy to understand.

This course is comprised of professionally narrated e-Learning modules, interactive quizzes, tests, and exams. All delivered through a system that you will have access to 24 hours a day, 7 days a week for 365 days (12 months). An effective support service and study materials will build your confidence to secure your qualification.



365 Days



30 Modules



Exam Included



75 Guided  
Learning  
Hours



Course  
Certificate



Advanced,  
beginner and  
Intermediate

## Who is this course for?

- The course is ideal for those hoping to work in an office environment, for example, as an Executive Assistant.
- The course will help to gain the knowledge or widen their skill base to perform Office admin, Secretary and PA related tasks, as a part of their role

## Certification

Successful candidates will be awarded a "Certificate in Office Skills, Secretarial & PA".

## Method of Assessment

At the end of the course, learners will take an online multiple choice question assessment test. The online test is marked straight away, so you will know immediately if you have passed the course.

## Entry Requirement

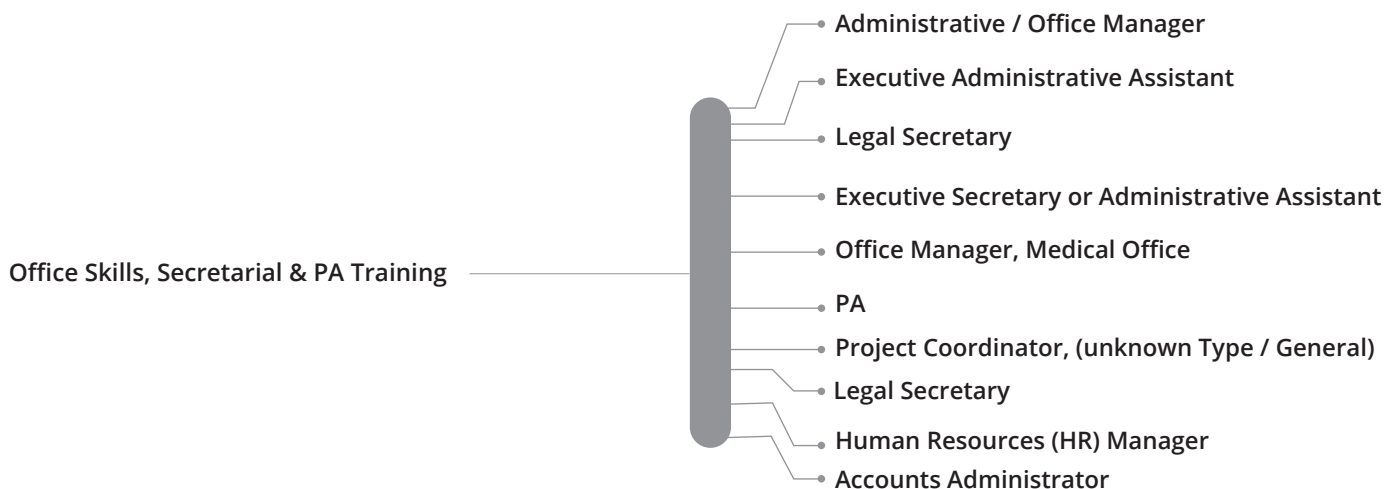
Learners must be age 16 or over and should have basic understanding of the English Language, numeracy, literacy and ICT.

## Career Path

There are many careers open to you with this qualification, such as:

- Office Assistant
- Administrator
- Administrative Assistant
- Receptionist
- Legal Secretary
- Medical Receptionist
- Executive Assistant
- Personal Assistan

## Common Career Paths for Office Skills, Secretarial & PA Training



# Course Curriculum

- 1 BUSINESS REPORTS AND LETTER WRITING
- 2 E-MAILS WRITING TIPS
- 3 TYPING SPEED DEVELOPMENT
- 4 TIPS FOR SPEED READING
- 5 MICROSOFT WORD
- 6 MICROSOFT EXCEL
- 7 MICROSOFT POWERPOINT
- 8 MICROSOFT OUTLOOK
- 9 MICROSOFT ACCESS
- 10 DIARY MANAGEMENT
- 11 HANDLING CONFIDENTIAL DOCUMENTS
- 12 SUCCESSFUL MEETING MINUTES
- 13 NOTE TAKING
- 14 DOCUMENT PROOFREADING
- 15 APPOINTMENT BOOKING AND ARRANGING INTERVIEWS
- 16 DELIVERING POSTAL MAIL
- 17 DICTATING
- 18 CUSTOMER SERVICE AND TELEPHONE HANDLING SKILLS
- 19 ORGANISING A MEETING
- 20 DATA MANAGEMENT, RECORD KEEPING AND FILING
- 21 EVENT PLANNING
- 22 ARRANGE BUSINESS TRAVEL & ACCOMMODATION
- 23 BOOKKEEPING
- 24 QUICKBOOKS FOR PAYROLL MANAGEMENT
- 25 INVOICING/PETTY CASH
- 26 SUPERVISING AND MONITORING THE OFFICE WORKS
- 27 TIME MANAGEMENT
- 28 MOTIVATING EMPLOYEES
- 29 CREATING AN EFFECTIVE CV AND COVER LETTER
- 30 JOB FUNCTIONS AND DESCRIPTION OF OFFICE ADMIN & MANAGER




## Accrediting Bodies



## Accredited Certificate

BRIT ACADEMY FOR TRAINING Certificate Code:67081-99901-59311


 **STUDY365**  
co.uk

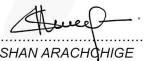
# Diploma in Business Accounting



AWARD TO  
**Luke Wills**


WHO HAS SUCCESSFULLY COMPLETED CPD & IAP ACCREDITED PROGRAMME AT BRIT ACCADEMY FOR TRAINING

Awarded Date: August 19, 2017

  
DAVID GRIFFIN  
HEAD OF EXAMINATION

  
RUSHAN ARACHHIGE  
DIRECTOR OF STUDIES

  
 **iAP**  
where people get qualified

  
**CPD**  
MEMBER  
The CPD Certification Service

**UKRLP** UK Register  
of Learning  
Providers

### **Effective Lessons**

All lessons have been designed by experienced instructors with interactive teaching techniques.

### **Go at Your Own Pace**

Complete the course in 2 days or two years - it is completely your decision.

### **Quality Study Materials**

An easy to understand yet detailed course syllabus.

### **Gain a Qualification**

End of course test and certificate.



### **Tutor Support**

Experienced tutors on hand to offer you support and guidance by email



### **Fully Verifiable Diploma**

Any future employers can validate your qualification via our website  
24/7



### **12 Months Access**

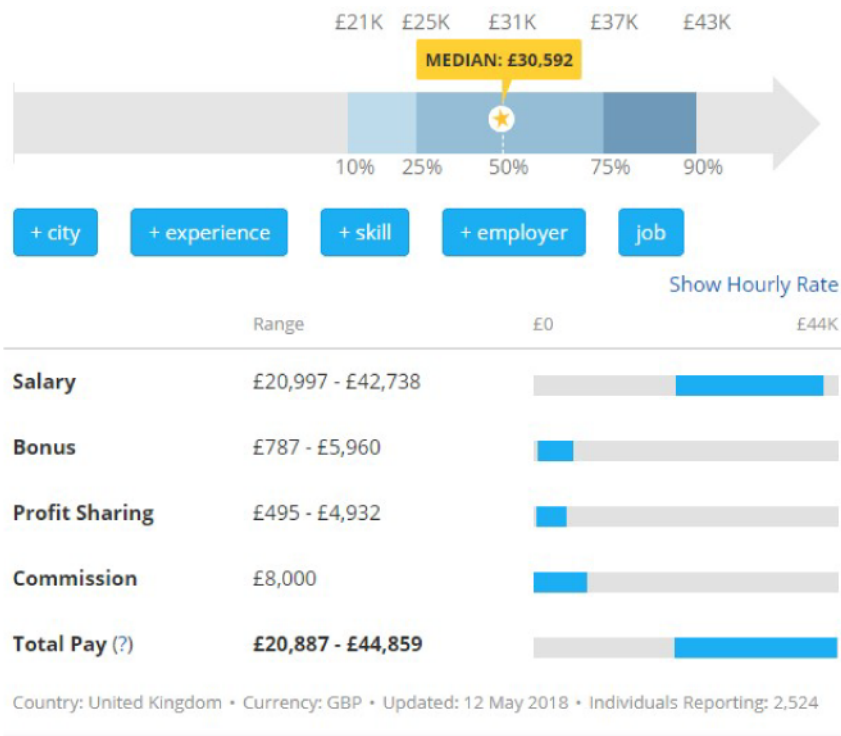
You will have access to the course and all update for life.

**Our online courses are extremely popular. Book today to secure your place and take the first step to rewarding new career**

## CAREER PATH

You could become a successful Executive Assistant, with an average salary of £30,592 (payscale.com). This Office Skills, Secretarial & PA Training will provide you with a whole host of skills, which could help you to become any of the following:

- Office Assistant
- Administrator
- Administrative Assistant
- Receptionist
- Legal Secretary
- Medical Receptionist
- Executive Assistant
- Personal Assistan



## WHAT OUR LEARNERS SAY ABOUT US

*Easy to follow and full of great Customer Service. Thank you very much!*

- Qab Deen -

*All the videos broke up on occasions. Easier reading method such as two continuous pages as with Microsoft Word would have been better*

- Alastair Jinks-

*The program is helping me understand lots of fundamentals and I am becoming a better person And I have to really appreciate the customer services that they are providing to students*

- Kevin Delson -

## WHO CAN TAKE THIS COURSE?

**BOOK NOW:** To take advantage of this training opportunity and come away with the knowledge, tools and a recognised qualification to pursue a rewarding career in Office Administration, contact us today on

**Please note:STUDY365 does not provide any software with this course.**



# FAQs

## ✓ Who can take this course?

Anyone who has an interest in working in this field is encouraged to take the course. There are no entry requirements to take the course.

## ✓ What is the structure of the course?

The course is broken down in to modules. Each module takes between 10 and 60 minutes on average to study. Although you are free to spend as much or as little time as you feel necessary on each module, simply log in and out of the course at your convenience.

## ✓ Is there a test at the end of the course?

Once you have completed all modules there are multiple choice questions test. The questions will be on a range of topics found within the modules. The test, like the course, is online and can be taken a time and location of your choosing.

## ✓ What is the pass mark for final the test?

The pass mark for the test is 65%

## ✓ What happens if I fail the test?

If you don't pass the test first time you will get a second opportunity to take the test again after further study.

## ✓ When will I receive my certificate

Once you have completed your test you can log in to your account and download and print your e-certificate any time you need it. If you would prefer us to post you a printed certificate, there will be an admin charge of £29

## ✓ How can I pay?

We use PayPal for all payments on the site. You can either use your Visa, MasterCard, American Express, Solo cards or PayPal account to pay for the online course. All payments are handled securely by PayPal. We also accept bank transfer (BACs). Please contact us for more information about this

## ✓ Is my payment secure?

As previously mentioned your payment is totally secure. We don't get to see your payment details



406 White Horse Lane, London E1 3FY

 Phone: 0203 874 9355  Email: [support@study365.co.uk](mailto:support@study365.co.uk)