

Diploma in Secretarial Studies

Course Objectives:

To gain a relevant, requisite & reliable working knowledge of the most popular software applications in today's office environment including keyboard/typing skills.

Course Outline:

1. Learn

- Touch typing
- Audio typing techniques
- Word processing skills using Microsoft Word
- About Mailmerge
- Spreadsheet skills using Microsoft Excel
- Presentation skills using Microsoft PowerPoint
- Successful job interview techniques

2. Access

- Information on jobs and career
- Advice on applying for jobs
- Support and guidance

3. Develop

- Communication skills
- Typing speed
- Computer skills
- Database skills using Microsoft Access

4. Explore

- the power of the Internet
- Optional modules which include shorthand, medical and legal text processing

5. Manage

- Information and communicate electronically using Microsoft Outlook

Course Outcomes:

This course leads to a range of OCR (Entry 3 & Levels 1-3) qualifications in Word Processing & File Management, Spreadsheets, Databases, e-Mail, PowerPoint, Communication Skills and Typing Techniques.