

SHORT SKILLS PROGRAMMES

EXECUTIVE SECRETARY

Credits: 56

COURSE OBJECTIVES

An executive secretary performs many high-level clerical and administrative tasks, including managing information technology, creating presentations or proposals and taking responsibility for confidential company documents. There are jobs for executive secretaries in almost any type of organization or business.

ADMISSION REQUIREMENTS

- The candidate must be able to work on a computer.
- The candidate must be familiar with the following Microsoft Office Programmes:
 - MS Word 2010
 - MS Excel 2010
 - MS PowerPoint 2010

DURATION

- 6 months.

CERTIFICATION

ATTI Provider Skills Programme.

PRESENTATION FORMAT

- Theoretical / practical contact sessions
- Day Classes; or
- Saturday Classes

ASSESSMENT / EVALUATION

- Continues Integrated Formative and Summative Assessment;
- Simulations;
- Written Assessments; and
- Practical Portfolio of Evidence.

SUBJECTS / LEARNING AREAS

- Windows 8 Fundamentals
- MS Outlook Basic 2010
- Business Etiquette: Gaining the extra edge
- Business English
- MS Excel Intermediate 2010
- MS PowerPoint Intermediate 2010
- Office Practice
- Telephone Etiquette
- MS Word Intermediate 2010
- Effective Presentation
- Customer Service
- Delegation

