

Administration and Secretarial Skills

Within the course programme for the Adult Education Department of Gedlingborough College for this academic year there is a course called Administration and Secretarial Skills. This is the first time it has been offered. The course would be particularly suitable for individuals wishing to update existing skills after a break from employment. The course is part-time, 2 days a week from 9.30 am to 1.00 pm over 25 weeks. There are 4 sessions of 1½ hours per week.

The three areas of study are:

- ★ typing skills
- ★ administrative skills
- ★ computer literacy.

During the first half of the course learners will master and consolidate touch typing skills. These skills are extremely valued in the workplace, with properly trained typists exhibiting high productivity and accuracy. Learners will learn how to produce a variety of straightforward business documents to meet the requirements of employment.

Learners will receive an introduction to administrative skills to provide the skills needed by a new employee in an administrative role. The course will cover the preparation of routine business documents – memos, emails, letters and faxes.

During the course learners will gain fundamental IT skills focusing on using spreadsheets, graphs and charts, electronic communication, word processing and database – again all skills that are routinely used within a modern workplace.

Word Count: 216