

COURSE DESCRIPTION 2016-2017



Course: Introduction to Office Administration	Awarding body: N/A
Tutor: Nicola Gadd	Course length: 5 weeks plus Induction

Course summary/aims:	This course is suitable for those wanting to start a career in Office Administration. We will cover the key tasks associated with a busy office and learn practical skills such as filing, photocopying and business letters.
Course objectives:	<ol style="list-style-type: none"> 1. Be able to describe what skills and qualities an office administrator requires and the functions of a busy office. 2. Be able to carry out basic filing and photocopying tasks. 3. Understand the different types of business communication and be able to create formal letters and emails. 4. Understand the need for good time management and learn ways to be able to organise your own time effectively. 5. Self assess own strengths and weakness and produce an action plan for identifying your next steps.
Course content:	We will cover a range of administrative tasks, explore what a typical administration role may entail and carry out some practical work so you can get a feel for the things you could potentially be doing in this line of work. A guest speaker will share their experience of the real office environment.
Teaching and learning methods:	Practical activities, question and answer sessions, handouts, informal feedback, written feedback and self-assessment tasks.
Course level/entry requirements:	Some basic IT knowledge is required to complete the course. Learners will be assessed on the Induction day with regards to their current levels of English and ICT.

How progress is checked during course:	Observations, learning log, question and answers and through participating in practical tasks.
Extra study or practice required at home?	N/A
Formal course accreditation? If yes, how is the course assessed?	None
Materials you will need to bring to the course:	Note book and pen.
What can I do next?	ICT, Maths or English courses. Further Administrative courses.

Information, Advice and Guidance sessions are available on request (it is best to make an appointment). If you feel you may need some support eg. with English, Maths or ICT, please ask.

To get in touch, please call your local CLIP Learning Centre (see below) or email info@cliplearning.com

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