DIPLOMA| Office Administration

By London City University

Course Overview

Employers always depend on office administrators to ensure efficiency of the organization and proper management. Office administrators handle the complexity and challenges related to work flow in the office. This course emphasizes on developing exceptional computer, managerial and business skills such as secretarial, customer service and document processing. The participants can understand their role and responsibilities as office administrators and can great success by fulfilling all the demands if today's complex work environment.

Why should one take this certification?

This course is designed for professionals wanting to get promotion in their chosen areas and career.

Course Outline

- ❖ Overview of office procedures and work flow
- ❖ Basic computer skills for fresher candidates
- ❖ Accounting for non-accountant
- ❖ Communication skills and managerial skills
- ❖ Management decision making
- ❖ Administration and supervision
- ❖ Office Housekeeping
- ❖ Legal office skills
- ❖ Records keeping
- ❖ document processing

Course duration	**3 Months OR as per your requirement	Flexible and dependent on your time frame and need**
Entry Requirements	**A Success Oriented Personality**
Certification	**London City University**, will award an approved diploma at the end of course training. You will get 100% guaranteed certificate.
Mode of application	Fill an application form, send copies of your national ID card or passport as well as educational documents and forward to info@cvwarehouse.ae and get 50% discount on all courses offered by **London City University**
Course Assessment	London City University will give you an assessment on a monthly basis. This makes a total of three assignments, all scenario case study based activities. Students are expected to solve them and turn them in online via email. Each assignment carries a 20 percent score. The final online exam carries a 40 percent score, to make a total of One Hundred Percent.

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