

"Quality education through distance learning."

## PERSONAL ASSISTANT DIPLOMA

# PROSPECTUS



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Our online distance learning PA Diploma qualification is accredited by NCFE CQ at Level 3.

The course is also CPD recognised (Continuous Professional Development).

This is our middle sized PA course.

You have the option of adding on more units later to gain the full Executive PA Diploma.

The PA Diploma is suitable for beginners as well as those already working as a PA/Secretary/Administrator who are looking to gain recognition for their knowledge and skills and who wish to develop their skills further to boost confidence and increase job opportunities and promotion prospects.

Upon completion of this course you would be able to apply for PA positions.



## ACCREDITATION BY NCFE CQ & CPD

This Diploma is a fully accredited qualification by NCFE CQ, awarding organisation recognised by UK qualification regulators.

NCFE qualifications are both UK and internationally recognised.

### **NCFE CQ10458 – PA DIPLOMA (LEVEL 3)**

Level 3 is advanced level and the PA Diploma has been benchmarked using Ofqual's QCF level descriptors to allow you to consider the depth of study, and level of difficulty involved.

Further information about [NCFE Awarding Body and accreditation.](#)



# COURSE PROGRAMME

## SECTION 1 – CORE SKILLS

This section of the course covers some key skills which will be useful for studying your course and also to help you with key tasks you may need in your current role. You may already have some knowledge of these topics and find you can complete some or all of these units at a fast pace.

For others you may find it useful to get to know Outlook and Word in more detail to help you cope with your role with more confidence.

- 1 Outlook - Email & PIN (Personal Information Management)
- 2 Diary Management
- 3 Advanced Business Letters
- 4 Complex Tables
- 5 Advanced Internet & Web Research

## SECTION 2 – DEVELOPING SKILLS & KNOWLEDGE

In this section you will be building on the skills and knowledge you have studied in the first section and applying these to complete more advanced tasks covering specific areas of Administration responsibilities required in a typical Executive Assistant position. You will see a step up in developing your IT skills as well as your ability to analyse and your decision making. Your soft skills will also be developed helping you to cope with your demanding role.

- 6 Business Trips
- 7 Excel - Advanced Spreadsheets & Charts
- 8 PowerPoint - Digital Presentations
- 9 Business Meetings
- 10 Analysing & Composing Business Documents
- 11 Mail Merge
- 12 Business Events
- 13 Word - Advanced Tools
- 14 Audio Transcription
- 15 Speed Keying

The above order is designed to build your skills from the core modules, to intermediate level modules and finally to the more demanding modules as you progress through the course. If you wish to study a particular module earlier than in the course programme – then just ask your tutor who can organise this.

# IT UNITS

## Word – Word Processing

This is the largest program in Microsoft Office suite and the one you will use daily in your professional career.



You will be able to create a range of different business documents, edit them effectively and with confidence, use different formatting techniques to enhance their design, use automated features to help speed up the production rate and reduce repetitive tasks including advanced design and tracking features.

Design and edit tables properly, understand when to use the codes and breaks, run macros, merge and link documents, import data, utilise the developer tools to create interactive forms and questionnaires and collaborate with your team.

## Excel – Spreadsheets



Excel is a very versatile program and understanding the different ways you can use the program will help you to manage your workload effectively.

Create calculations using complex formulae and functions. Produce professional charts and graphs and develop your ability in producing different reports and using effective formatting techniques. Skills essential for business meetings, department reviews and a range of PA roles.

Learn key cell references and arrays, automate your worksheets so edits and collaborations take effect for all. Run complex filters, link between workbooks. Protect and consolidate data, summarise and audit reports and use Goal Seek to provide forecasts that you and your Executives can work to.

This unit is linked to other Administration units where you can use Excel as a tracking document.

## PowerPoint – Presentations

Develop your design skills so you will have the knowhow required to produce a professional presentation for key projects, meetings, training sessions etc.



Create eye-catching, professional presentations with effective animation, sound effects and timings to suit the topic and purpose of the presentation.

Practice how to use speaker notes effectively so you deliver flawless presentations to your team or superiors every time. Ensuring the audience can fully understand the content and engage with the information being presented.

Incorporate charts, graphs and data from other applications, apply complex transitions and build automated slideshows that stand out.

## Internet Browsing Software



Having the ability to navigate efficiently whilst understanding how to source reliable information is critical to effective research. As well as this the unit covers safety on the Internet, appropriate use and how to troubleshoot hardware or network problems.

Learning key research techniques lends itself to a number of administration and management units included on the course.

## Outlook – Email and PIM



The core program used today to communicate with both colleagues and clients/customers. Learn how to organise your Outlook filing system, use alerts and building blocks effectively to reduce your workload on repetitive tasks.

Managing multiple inboxes effectively is essential for the discerning office professional. You will also cover the Personal Information Management section of Outlook identifying how and when you can use these features to help you cope with your busy schedule.

Take advantage of Rules, retention policies, collaborate with your executives, use permissions to ensure confidentiality when sharing and much more.

*“The standard of training and communication is second to none. I would highly recommend this college, especially to those in employment as the course is so flexible and allows you to take a backward step if work is particularly busy and vice versa.” - Sioban*



# ADMINISTRATION UNITS

The Administration units cover a wide range of administrative responsibilities which will be required in your role. You will find that these units link with the IT skills in the course as you will use many different programs to carry out these tasks.

## Diary Management

This unit is linked to the Outlook IT module as you will use a range of Outlook tools to help carry out diary management duties.

Knowing how to professionally manage your own diary as well as your line manager's diary or even the diary for the CEO is one of the core skills required in professional office roles.

Communicating effectively with all those concerned is essential and ensuring there is sufficient information contained in each entry is the key. This avoids confusion and mishaps and reduces the risk of something going wrong!

Learning about the benefits of running both a manual and electronic diary system is also covered in this unit.



## Business Trips

This unit follows on from learning how to use browsing software so you can start to put into practice newly learnt skills in a practical way, as you work through the step by step procedure required when organising a business trip.

You will learn a range of hints and tips on how to manage different situations and problems, the range of documents required and how to present professional documents for your travellers using your Word and Excel skills.

Ensuring you communicate effectively to all those concerned in the business trip, providing the right level of detail, as well as the right range of information in professional communication and documents will ensure a smooth and effective business trip.

## Analysing & Composing Business Documents

This unit will develop your ability to compose and design a range of different business documents.

This will include correspondence to resolve a range of typical business situations, where tone, tact and diplomacy is required, reports from given information ensuring you follow the conventions of business report writing, blogs providing information/updates and effective questionnaires/surveys used in many different ways but especially relevant when running a business event.

These skills will be used in other units as you work on more complex roles and responsibilities you will meet in your professional role.





## Business Meetings

Organising a business meeting is a key responsibility for office professionals. You will learn how to prepare and plan for a meeting, liaise with different departments, people and organisations to ensure the meeting is a success, draft and prepare agendas, manage invitations and track your progress.

You will also study what to do on the day of the meeting and your role in minute taking. Those studying shorthand on their course will have the added benefit of using this skill to take down minutes.

Finally, you will learn how to prepare the minutes and the correct procedure to follow after a business meeting to ensure effective continuity whilst ensuring that all parties are kept informed.

## Business Events

You will develop your understanding of the different roles and responsibilities needed in the preparation of a business event and develop advanced tracking skills to ensure the project is on schedule.

You will learn about the marketing elements of a business event, people management skills and organisation, liaising with suppliers, speakers and delegates, working closely with the venue, carrying out relevant research, reporting to management, monitoring progress and liaising with your team.

You will also look at the range of different documents required for a typical business event and their relevance in helping to track the planning for the event as well as marketing and publicity documents.



*"Course content was thorough and easy to navigate, particularly as the material and assessments are accessible via the college hub. I would recommend Lewis College to anyone interested in changing career and gaining new experience, as well as anyone in the industry wanting to brush up on skills." - Victoria*



# BUSINESS DOCUMENTS UNITS

## Advanced Business Letters



You will learn how to use a range of Word tools and features to create professional business letters from instructions, amended documents and using automatic features to build letters using repetitive text.

Proofreading and presentation skills will also be developed as well as production rate whilst creating a variety of letter layouts and designs.

## Complex Tables

Beginning with simple tables and the different features in creating tables, you will then move onto producing more complex tables.

Developing your ability to present information in a professional way using tables is a key skill. Learning how to transpose information from different sources is also covered in this module including hints and tips on how to manage tables – they can be a little confusing!

You will also look at developing your design techniques to present your tables in an effective way.



## Advanced Mail Merge



This unit looks at mail merge within Word. A very useful part of the program specifically designed for mailsots for letters and emails.

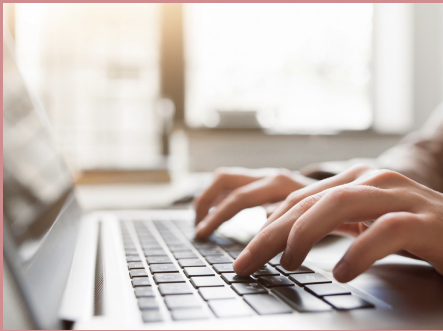
Editing datafiles and using specific matching criteria is also covered to enhance your skills in creating mail shots.

You will setup original templates, link and edit data files, and learn how to set mail merge criteria for selective merging.

## Audio Transcription

Developing your skills in preparing business documents from audio dictation is a very useful skill. Many managers will dictate letters, notes, reports etc which will then need to be transcribed.

You will learn how to use a digital dictation program and the right techniques to help cope with producing professional documents from dictation.



## Speed Keying

You will be provided with an account to use our interactive Typing Program which can be accessed at any time throughout your course.

You will learn useful hints and tips on how to develop your touch typing skills and build your speed aiming to achieve over 50 wpm.

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