

# EXECUTIVE SECRETARY

WWW.CPSSNET.COM

ORGANIZE THE OFFICE



Learn to confidently work independently, type fast, organize the day to day operations in the office.

Course includes basic Windows, MS-Word, MS-Excel, MS-Powerpoint, MS-Outlook.

## What is the Course start date?

Course Lessons are released every Thursday.

This course has a 12 week duration. One Lesson is released each week for the duration of the course.

You do not have to be present when the lesson is released. The lesson will be emailed to you.



**Centre for Professional Studies & Services**

*We take the distance out of education*

WWW.CPSSNET.COM

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## **A. TOUCH TYPING**

## **B. GENERAL PROCEDURES**

### 1. Overview

What do employers want.

### 2. Daily Routine

Supplies, Planning, Transcription, Dictation etc.

### 3. Telephone Usage

Telephone Manners, Courtesy, Protecting your employer, Voice Mail Etiquette etc.

### 4. Mailing and Shipping

### 5. Travel Arrangements

### 6. Meetings

### 7. Keeping Accurate Records

## **C. OFFICE EQUIPMENT & COMPUTERS**

### 8. Office Machines

Typewriters, Copy Machines, Fax etc.

### 9. Telecommunications Equipment

Telephones, Voice Mail & Answering Machines, Long Distance Services, PDA's etc.

### 10. Computer Hardware

Memory, Input Devices, Output Devices, the Monitor, Storage Devices, Laptops etc.

### 11. Computer Software

BIOS, Windows, MS-Word, MS-Excel, MS-PowerPoint, MS-Outlook

### 12. Computer Networking

### 13. E-Mail

Organizing your Email, Email Protocol, Mailing Lists, Newsgroups etc.

### 14. Using the Internet

Browsers and HTML, Cookies, Search Tools, Bookmarks, Plug-ins etc.

### 15. Spreadsheets

### 16. Desktop Publishing (DTP)

### 17. Multimedia & Presentation

### 18. Office Ergonomics

## **D. BUSINESS DOCUMENTS**

### 19. The Business Letter

### 20. Other Written Communications

Reports, Report Templates, Documenting Sources etc.

### 21. Forms of Address

### 22. Legal Documents & Terms

## **E. LANGUAGE USAGE**

### 23. Grammar

Parts of speech, Nouns, Verbs, Adjectives, Adverbs, Pronouns, Prepositions, Conjunctions, Subordinating Conjunctions, Articles, Determiners, Quantifiers, Interjections.

### 24. Language Usage & Style

### 25. Common English Usage Problems

### 26. Spelling

### 27. Pronunciation

### 28. Punctuation

### 29. Numerals

## **F. FINANCIAL ACTIVITIES**

### 30. Book-keeping & Accountancy

### 31. Business Taxes

### 32. Banking

### 33. Special Information

### 34. Weights & Measures

## **G. CAREER ADVANCEMENT**

### 35. Your future



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