

Computer –Based Office Administration and Organization Course

Venue Information

Venue: London UK

Place:

Start Date: 2026-03-17

End Date: 2026-03-21

Course Details

Net Fee: £4750.00

Duration: 1 Week

Category ID: SAAC

Course Code: SAAC-13

Syllabus

Course Syllabus

Introduction

This program is designed for:

Office professionals, office administrators, supervisors of clerical and administrative staff, and executive/personal assistants.

Objectives

- Define the competencies needed to run present and future offices.
- Apply their business writing skills and organize their emails using MS Outlook 2010.
- Organize their office time using the MS Outlook 2010 calendar.

Developing the Modern Administrator's Competencies

- Identifying Competencies Needed for Success
- Being an "Action" Person
- Setting Up, Measuring and Achieving Your Objectives
- Interacting with Others and Networking for Success
- Personal Productivity
- How MS Outlook 2010 Can Aid Productivity
- Overview of MS Outlook 2010 Ribbon, Toolbar and Navigation Pane

Office Communication

- Choosing the Right Communication Medium
- Essentials of Business Writing and Form Design
- Using MS Outlook 2010 to Write Emails and Manage Contacts
- Organizing and Categorizing your Email Folders and Creating Rules
- Eliminating Email Overload
- Applying Design Themes to your Emails
- Creating Professional Signatures
- Working with Personal Stationery
- Creating your Own Address Book and Organization of Contacts

Time Organization

- Proactive versus Reactive Styles
- Organizational Concepts, To-Do Lists and Reminders
- Using MS Outlook 2010 Calendar to Schedule
- Appointments, Events, Meetings, etc.
- Prioritizing Concepts and How to Apply them Electronically
- Creating and Working with Notes
- Creating and Organizing your Tasks through MS Outlook 2010
- Organizing Professional Meetings
- Writing Agendas for Effective Meetings
- Preparing Professional Minutes of Meetings

Managing your Relationship with your Manager

- Knowing your Manager and Organizing the Relationship
- Knowing your Manager's Expectations
- Communicating with your Manager
- Planning and Scheduling Tasks
- Delegation Concepts and Applications Using MS Outlook 2010 Tasks
- Sharing the MS Outlook 2010 Calendar with your Manager

- E-Filing versus Paper Filing
- Office Organization Strategies
- Data File Management