



Certified Office Administrator VS-1017

Vskills Certifications

Vskills Brochure



Skills for a secure future

Certified Office Administrator

Certification Code VS-1017

For growth and development, all organizations need well-timed and efficient administrative support to function effectively. Nearly every sector requires administrative managers; Office and administrative supervisors to perform administrative tasks such as keeping schedules and tasks organized, organize meetings, events and activities as required etc, which help to keep everything in an office running smoothly and efficiently. Vskills provide certification course for those seeking career in Administration and Office Management that help people with office administration jobs to perform their tasks better.

Why should one take this certification?

The course is developed with a motive to enhance your skills and helps in building confidence, thus making your job more challenging and rewarding. The certification helps extend office management skills and ultimately achieve proficiency at work.

Who will benefit from taking this certification?

The certification is designed to focus on development of employability skills essential for today's office personnel that inculcate organization and time management, stress management, self-analysis, self-promotion and professional development skills. It provides an opportunity for those who wish to work in an organization as an administrative professional.

Test Details:

- **Duration:** 60 minutes
- **No. of questions:** 50
- **Maximum marks:** 50, Passing marks: 25 (50%); There is no negative marking in this module.

Fee Structure:

Rs. 3,499/- (Excludes taxes)*

*Fees may change without prior notice, please refer <http://www.vskills.in> for updated fees

Companies that hire Vskills Certified Office Administrator

Vskills Certified Office Administrator might find employment in banks, Schools, corporate, travel and tourism, hotel Industry etc as administrative staff. Practically every business needs an office administrator and this course can really help get a job that you deserve.

Table of Content

Overview of Office Administration

- Qualities required in an office assistant
- Daily Routine of an Office assistant
- Office Supplies

Telephone Usage

- Telephone Manners
- Telephone Etiquettes
- Voice Mail Etiquettes

Mailing Services

- Incoming Mail
- Outgoing Mail
- Fundamentals activities of mail handling department
- Mail Automation

Travel arrangement and Hotel Reservation

- Hotel Reservations
- Hotel Accommodation

Hospitality

- Reception
- Etiquettes as a host
- Etiquettes as an Invitee
- Etiquettes of using Elevators/Escalators
- Etiquettes of using Stair Case
- Etiquettes of using a Door
- Table Manners/Etiquette of using Table

Meetings

- Types of Meetings
- Type of Committees
- Meeting Terminologies Glossary

Records Management

- Purpose of Record Management
- Features of Effective Record Management
- Type of Files
- Procedure of Classification
- Methods of Filing

Office Automation

- Benefits of Office Automation
- Limitations of Office Automation
- Duplicating Machine
- Photocopying Machine
- FAX (Facsimile)
- Dictaphone
- Desktop Publishing (DTP)
- Time recording machine
- Document Shredder
- Telecom Equipments

Computer Appreciation

- Introduction - What is Computer?
- Classification of Computers
- Commonly Used Computer Terms
- Units of a computer system
- Input Devices
- Output Devices
- Storage Devices
- Types of Software
- Windows Basics
- The User Interface
- Windows Accessories

MS-Word 2003

- MS- Word Window Elements
- File Management
- MS-Word Interface
- Editing Text in MS-Word
- Moving and Selection
- Document Printing
- Page Setup
- Document Views
- Headers and Footers
- Insertion Options
- Formatting Document
- Word Tools
- Mail Merge

MS-EXCEL 2003

- Worksheet Basics
- MS-Excel Editing Data
- MS-Excel File Management
- MS-Excel Page Setup
- Printing in MS-Excel
- Cell Range and Referencing
- MS-Excel Formula
- MS-Excel Data and Cell Formatting
- Tools
- Sort and Filter
- Data Analysis and Pivot Table
- Charts

MS-Power Point 2003

- Loading of PowerPoint
- Starting with a presentation
- Different Views
- Slide Management
- Formatting Options
- Working of a Slide Show

MS-Word 2013

- MS-Word Basics
- Working With Documents
- Customize the Word Environment
- Editing a Document
- Formatting Text
- Formatting Paragraphs
- Styles
- Graphics
- Proofing a Document
- Page Formatting
- Macros
- Lists
- References and Citations
- Track Changes

MS-Excel 2013

- Excel 2013 Basics
- Workbook and Worksheet
- Manipulating Data
- Worksheet Formatting
- Page Properties and Printing
- Excel Formulas
- Sort and Filter
- Charts
- Macros

MS-PowerPoint 2013

- MS-PowerPoint 2013 Basics
- PowerPoint Presentation
- Slide Formatting
- Slide Effects and Slide Show
- Printing and Publishing

Office Ergonomics

- Distance between desk and chair
- Positioning Computer keyboard and Mouse
- Positioning of computer display
- Organizing the work area
- Constant intervals

Data Security

- Protecting your company's data
- A Security Checklist

Miscellaneous

- Internet
- E-Mail Program
- E-Banking
- Business Letter
- Book-keeping and Accounting
- Stress Management
- Time Management

Sample Questions

1. The methods of arranging records side by side is known as

- A. Computer filing
- B. Lateral filing
- C. Vertical filing
- D. Horizontal filing

2. PBX is a computerized telephone machine that allows _____ telephone number for a business to be accessed _____ by numerous outside callers

- A. a single, simultaneously
- B. multiple, separately
- C. connected, simultaneously
- D. a single, separately

3. The view that puts a blue a blue line around each page that would be printed is the _____

- A. Split View
- B. Print Preview
- C. Normal View
- D. Page Break Preview

4. In order to email a Word document from within Word:

- A. Go to File → Send To → Mail Recipient
 - B. Save the file as an email attachment
 - C. Start Outlook and attach the file while open in Word
- This is an impossible operation

5. What excel feature can you use if you want to work with one record at a time?

- A. Data form
- B. Auto filter
- C. Auto Complete
- D. Sub totals

Answers: 1 (B), 2 (A), 3 (D), 4 (A), 5 (A)

Certifications

➤ Accounting, Banking and Finance

- Certified AML-KYC Compliance Officer
- Certified Business Accountant
- Certified Commercial Banker
- Certified Foreign Exchange Professional
- Certified GAAP Accounting Standards Professional
- Certified Financial Risk Management Professional
- Certified Merger and Acquisition Analyst
- Certified Tally 9.0 Professional
- Certified Treasury Market Professional
- Certified Wealth Manager

➤ Big Data

- Certified Hadoop and Mapreduce Professional

➤ Cloud Computing

- Certified Cloud Computing Professional

➤ Design

- Certified Interior Designer

➤ Digital Media

- Certified Social Media Marketing Professional
- Certified Inbound Marketing Professional
- Certified Digital Marketing Master

➤ Foreign Trade

- Certified Export Import (Foreign Trade) Professional

➤ Health, Nutrition and Well Being

- Certified Fitness Instructor

➤ Hospitality

- Certified Restaurant Team Member (Hospitality)

➤ Human Resources

- Certified HR Compensation Manager
- Certified HR Staffing Manager
- Certified Human Resources Manager
- Certified Performance Appraisal Manager

➤ Office Skills

- Certified Data Entry Operator
- Certified Office Administrator

➤ Project Management

- Certified Project Management Professional

➤ Real Estate

- Certified Real Estate Consultant

➤ Marketing

- Certified Marketing Manager

➤ Quality

- Certified Six Sigma Green Belt Professional
- Certified Six Sigma Black Belt Professional
- Certified TQM Professional

➤ Logistics & Supply Chain Management

- Certified International Logistics Professional
- Certified Logistics & SCM Professional
- Certified Purchase Manager
- Certified Supply Chain Management Professional

➤ Legal

- Certified IPR & Legal Manager
- Certified Labour Law Analyst
- Certified Business Law Analyst
- Certified Corporate Law Analyst

➤ Information Technology

- Certified ASP.NET Programmer
- Certified Basic Network Support Professional
- Certified Business Intelligence Professional
- Certified Core Java Developer
- Certified E-commerce Professional
- Certified IT Support Professional
- Certified PHP Professional
- Certified Selenium Professional
- Certified SEO Professional
- Certified Software Quality Assurance Professional

➤ Mobile Application Development

- Certified Android Apps Developer
- Certified iPhone Apps Developer

➤ Security

- Certified Ethical Hacking and Security Professional
- Certified Network Security Professional

➤ Management

- Certified Corporate Governance Professional
- Certified Corporate Social Responsibility Professional

➤ Life Skills

- Certified Business Communication Specialist
- Certified Public Relations Officer

➤ Media

- Certified Advertising Manager
- Certified Advertising Sales Professional

➤ Sales, BPO

- Certified Sales Manager
- Certified Telesales Executive

& many more job related certifications

Contact us at :

Vskills

011-473 44 723 or info@vskills.in

www.vskills.com