



EDUCARE
INTERNATIONAL INSTITUTE
FOR HIGHER EDUCATION

OFFICE ADMINISTRATION & SECRETARIAL STUDIES LEVEL 3

About Educare

The Educare is established to advance the career aspirations of individuals and working professionals. Educare claims to play a role of a valuable learning partner of our students through structured learning pathways (Degree,PGD,Diploma and Professional Qualifications) made by the unique combination of practical and industry knowledge integrated with general management skills. Educare is dedicated to cater the educational needs of the individuals and working professionals to enhance the career opportunities in the global market.



Why Study Admin & Secretarial?

Studying Admin & Secretarial course will give you practical, hands on core secretarial skills to enable you to work effectively in an office administration support role. Today a great secretary is the central to the smooth running of any business, ensuring day to day activities happen in the most efficient manner. Within the programme you will learn the essential skills to be highly regarded secretary or executive assistant, working under pressure and prioritising workloads which allow executives and managers to work more effectively.

Office Administration & Secretarial Studies Level 3 Units

- Customer Service and Behaviour (10 Credits)
- Introduction to Public Relations (10 Credits)
- Human Relations in Organisations (10 Credits)
- Record Keeping and Data Management (10 Credits)
- Stress and Time Management (10 Credits)
- Administrative Management (10 Credits)

Reason to join.....

- Internationally recognized awarding body with a reputation of training excellence
- Thousands of learners worldwide enjoy the benefits of undertaking the qualification that ensures relevant and advanced skills at an affordable cost.
- Qualifications are approved and regulated by Ofqual, learners are eligible to progress to top-up degree and masters programmes at many universities in UK and overseas with advanced standing
- Completion of our qualification will meet the university's standard academic entry requirements. However, each applicant will be subject to individual assessment and other entry requirements which may affect university entry.