

Learner Achievement Verification

This is to certify that Alison has awarded Catherine Njeri kigo living in Kenya the certificate of completion in Diploma in Administrative Procedures and Support in the Office.

Learner Details



Name: Catherine Njeri kigo

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Country: Kenya



Course and Result



Score
88%

Study Time
15:47:05

Diploma in Administrative Procedures and Support in the Office

This course, Administrative Procedures and Support in the Office, will provide you with an understanding of administrative office procedures. You will learn why your office needs administrative procedures. You will be able to explain how to gather the right tools and identify the procedures to include. You will also learn about the top five procedures to record and what not to include in the procedure guide. This course then explains Administrative Support.

Modules Studied

Module 1: Administrative Office Procedures

Module 2: Administrative Support

Module 3: Executive Assistant

Module 4: Course assessment