

Course Description



"OFFICE READY" is a three weeks, part-time, online training program which covers the essential modules required by every professional working in the industry. The Lectures and Videos in the course make students ready to manage their office works professionally. This course will give enough exposure on the office administration from where you can take yourself to higher levels of expertise & the course will equips you with the skills needed in every profession.

❖ Syllabus

- Creating Documents in MS Word
- Working in Spreadsheets in MS Excel
- Making Effective Presentations in MS Power point
- Working in Team
- SWOT Analysis
- Report Writing
- Knowing your Customer
- Importance of Deadlines
- Facing Interviews
- Aptitude Test Preparation (Basic English, Reasoning, General Awareness, Basic Mathematics)

❖ Course Outcome

- After completion of the course the candidates will be able to make effective presentations, can work in spreadsheets, create documents and generate different types of reports.
- The candidates will also be able to manage and coordinate their team in a better way. They will also be able to schedule, organize the administrative

tasks and workflow within specific deadlines and according to the set priorities.

- The candidates will also be able to conduct them self professionally and adhere to the standard codes of ethics.

❖ **Certified Course**

After the completion of course the candidates will get an **Office Ready** certificate from INTERNSHIPWALA CAREER.

❖ **About InternshipWALA**

InternshipWala.com is an online Platform for Trainings, Internships and Projects. The company is **registered under Ministry of MSME, Govt. of India** and also accredited by **International Accreditation Services**. The International Accreditation Service (IAS) provides objective evidence that an organization operates at the highest level of ethical, legal and technical standards.

At InternshipWALA the students gets a chance to learn the technology online and then apply for Internship at our partner companies to get real time work experience. Also, in today's world, students must have experience of work from home, using the gadgets and technologies available. That is where InternshipWALA is different from many other online Platforms.

Why Wait? Join Today!

If you have any queries or doubts regarding the training, Please write to us at
career.internshipwala@gmail.com Or call us on
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