

6. Secretarial and Office Administration Studies

(1 Year, Plus an optional foundation year, Certificate)-Accredited
Duration of Studies: 1 Year

Award: Certificate in Secretarial & Office Administration Studies

GENERAL OBJECTIVES

The main objective of our Secretarial Studies Programmes is to provide students with adequate knowledge of basic secretarial skills, documentation, business communication and applications relating to information technology in the context of the modern business environment. Global College offers specific skills and qualifications that are highly sought by potential employers. Upon completion of the course, students will be able to work independently, conscious of the needs of the working environment, whilst being an integral part of the team they work with.

ENTRY REQUIRMENTS

- Secondary School Leaving Certificate /or
- Equivalent

Teaching Language

English / Greek



Secretarial and Office Administration Studies

(1 Year, Plus an optional foundation year, Certificate)

Έτος 1 – Εξάμηνο 1

Code	Course Title	Weekly teaching periods (55minutes)
SO100	Greek Typewriting I	6
SO101	English Typewriting I	6
SO102	Reception & Office Administration	3
SO103	English Language & Current Affairs	4
SO104	Computers I – Word Processing	4
SO105	Introduction to Shorthand I	2

Έτος 1 – Εξάμηνο 2

Code	Course Title	Weekly teaching periods (55minutes)
SO110	Greek Typewriting II	7
SO111	English Typewriting II	6
SO112	Secretarial Duties I	3
SO113	English for Business I	3
SO114	Computers II – Online Essentials	3
SO115	Basic Principles of Accounting	3

Secretarial and Office Administration Studies (1 Year, Plus an optional foundation year, Certificate)

SO 100 GREEK TYPEWRITING I

Σκοπός αυτής της σειράς μαθημάτων, είναι η εκμάθηση του πληκτρολογίου, η δημιουργία επιστολών, σημειωμάτων εγκύκλιων επιστολών, προσκλήσεων, εγγράφων συνεδριών, Μενού και προγραμμάτων ταξιδιού.

SO 101 ENGLISH TYPEWRITING I

This course will comprise of keyboarding and complete typewriting theory to enable students to type business letters, circular letters, memorandum, letters with headings and continuation.

SO 102 RECEPTION & OFFICE ADMINISTRATION

To learn office skills duties required by a secretary in an office and be able to use these skills in practice when in an office i.e. filing, communications, banking, office machines, mail.

SO 103 ENGLISH LANGUAGE & CURRENT AFFAIRS

The course is designed to develop the effective and appropriate use of English for the purpose of communicating information. Communicating in working life, with colleagues, work contacts and various planned and unplanned social encounters. It also addresses the language for the business world i.e. interviewing, preparing a CV.

SO 104 COMPUTERS I – WORD PROCESSING

The following Syllabus requires the student to demonstrate the ability to use a word processing application to create everyday letters and documents.

SO 105 INTRODUCTION TO SHORTHAND

Σκοπός αυτής της σειράς μαθημάτων είναι η εκμάθηση του πρώτου μέρους της θεωρίας της Στενογραφίας, για να είναι σε θέση οι φοιτήτριες να γνωρίσουν το θέμα και να μπορούν να στενογραφήσουν απλές προτάσεις.

SO 110 GREEK TYPEWRITING II

Σκοπός αυτής της σειράς μαθημάτων, είναι η δημιουργία δισέλιδων επιστολών, προσωπικών & κυβερνητικών, Βιογραφικού Σημειώματος, Κυβερνητικών Σημειωμάτων, Νομικών εγγράφων, Θεατρικών έργων, Προδιαγραφών, τιμολογίων και απόκτηση ταχύτητας.

SO 111 ENGLISH TYPEWRITING II

This course will comprise of keyboarding and complete typewriting theory to enable students to achieve high speed in English typing.

SO 112 SECRETARIAL DUTIES I

To learn office skills duties required by a secretary in an office and be able to use these skills in practice when in an office i.e. filing, communications, banking, office machines, mail.

SO 113 ENGLISH FOR BUSINESS I

The course is designed to develop the effective and appropriate use of English for the purpose of communicating information. Interviewing, preparing a Curriculum Vitae and business letters will be included.

SO 114 COMPUTERS I – ON LINE ESSENTIALS

The student will gain knowledge and skills

- underpinning the use of the Internet to identify and retrieve information,
- to engage in online activities, and to communicate effectively.
- about Internet and how to use a web browsing application.
- of using email and other communication options.

SO 115 BASIC PRINCIPLES OF ACCOUNTING

The aim for the specified topic is to introduce students with book keeping, and for them to be able to apply the knowledge and skills they have obtained in practice.

7. Executive Secretarial Studies

(1 Year, plus a Certificate from an appropriate one-year programme of study as a prerequisite, Diploma) - Accredited

Duration of Studies: 1 Year

Award: Diploma in Executive Secretarial Studies

GENERAL OBJECTIVES

At the end of the course, the student should be able to:

1. Acquire the required and relevant knowledge, skills and attitudes for the management of an office.
2. Apply the principles, theories and concepts of management in administrating an office.
3. Perform secretarial duties.
4. Acquire professional standards and ethics necessary for effective secretarial management.
5. Understand how the various components of a business environment influence the operations of an office.
6. Use various computer packages in the management of information in the office.

ENTRY REQUIRMENTS

- Secondary School Leaving Certificate and
- Certificate in Secretarial & Office Administration Studies.

Teaching Language
English

Executive Secretarial Studies

(1 Year, plus a Certificate from an appropriate one-year programme of study as a prerequisite, Diploma)

Έτος 1 – Εξάμηνο 1

Code	Course Title	Weekly teaching periods
ES 201	Business English II	3
ES 202	Computers III/Computer Essentials	3
ES 203	Secretarial Duties II	2
ES 204	Basic Principles of Business	3
ES 205	Principles of Accounting II	5
ES 206	Business Mathematics	3
	Any Elective (1 out of 2)	
ES 250	Greek Shorthand I	6
ES 251	Using Databases and Presentation	6

Έτος 1 – Εξάμηνο 2

ES 212	Business English III	2
ES 213	Computers IV/Online Essentials	2
ES 214	Organizational Behavior7	3
ES 215	Consumer Behavior	3
ES 216	Principles of Public Relations	3
ES 217	Business Statistics I	3
ES 218	Using Web and Image Editing	2
	Any Elective (1 out of 2)	
ES 255	Greek Shorthand II	7
ES 256	Intermediate Accounting II	

Executive Secretarial Studies

(1 Year, plus a Certificate from an appropriate one-year programme of study as a prerequisite, Diploma)

ES 202 COMPUTERS III/COMPUTER ESSENTIALS

Covers the key skills and main concepts relating to ICT, computers, devices, and software. Certifies best practices in effective computer use. Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world.

ES 203 SECRETARIAL DUTIES II

The purpose of this course is to provide students with the knowledge they will need to help them practically in their work environment concerning their duties as administrative assistant in matters relating to personnel – interviews, recruitment, remuneration, motivation.

ES 204 BASIC PRINCIPLES OF BUSINESS

The course aims at giving the student an overall understanding of the business environment. It covers areas such as business trends, global environments, business' diversity, small businesses, business management and marketing and managing financial resources for businesses.

ES 205 PRINCIPLES OF ACCOUNTING II

The aim of the subject is to prepare students for the external examinations in June. The objective is to continue from the previous semester and help students fully understand the basic Accounting principles. The students will gain skills and knowledge in book keeping, Bank Transactions as well as the recording, classifying and summarizing process of accounting.

ES 206 BUSINESS MATHEMATICS

To give the student a knowledge of business mathematics sufficient for a study at degree level.

ES 250 GREEK SHORTHAND I

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ES 251 USING DATABASES AND PRESENTATION

The course requires the students to understand the basic concepts of databases and demonstrate the ability to use a database on a personal computer. This section tests the candidate's ability to design and plan a simple database using a standard database package.

Executive Secretarial Studies

(1 Year, plus a Certificate from an appropriate one-year programme of study as a prerequisite, Diploma)

ES 212 BUSINESS ENGLISH III

The aim of the course is to test a high-level ability to understand, write and variously process the general and special varieties of English used in business, and the ability to use appropriate formats. In the case of candidates whose mother tongue is not English, the optional Oral Test will confirm the ability to speak English at an equivalent level.

ES 213 COMPUTERS IV/ON LINE ESSENTIALS

The Syllabus sets out the specific knowledge and skills that make up this module, as informed by input from subject matter experts from a wide range of computer societies and organisations.

ES 214 ORGANIZATIONAL BEHAVIOR

The purpose of this course is to familiarize students with the complexity of the issues surrounding today's organizations in their internal environment. It examines the contribution of behavioural science to the management process from a theoretical and functional perspective. The course deals with people in business enterprises and organizational relations.

ES 215 CONSUMER BEHAVIOR

The aim of this course is to provide students with a comprehensive presentation of the concepts and principles involved in the study of buyer behavior. It also aims at giving the student the ability to understand and evaluate the importance of consumer behavior.

ES 216 PRINCIPLES OF PUBLIC RELATIONS

The aim of this course is to acquaint students with a basic understanding of the dynamic field of public relations. It examines the history, theory, ethics, planning, evaluation, analysis, and global nature of public relations.

ES 217 BUSINESS STATISTICS I

This course is a study of statistical methods, descriptive statistics and inferential statistics. It uses a problem solving approach that focuses on proper interpretation and use of statistical information, while developing necessary understanding of the underlying theory and techniques.

ES 218 USING WEB & IMAGE EDITING

Can be applied to a range of image editing software from professional packages to 'freeware'. It also certifies best practice in basic digital image editing. Moreover, it provides a solid grounding in working with digital images developed with input from computer users, subject matter experts, and practising computer professionals from all over the world.

ES 255 GREEK SHORTHAND II

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ES 256 INTERMEDIATE ACCOUNTING II

After having successfully completed Principles of Accounting I students will continue to a more advanced Accounting Level. Students will continue to broaden their knowledge by learning about other forms of organizations such Manufacturing and Non-Profit Organizations.

8. Office Management

(1 year full-time or 2 years part-time, plus a Diploma from an appropriate two-year programme of study as a prerequisite, Higher Diploma) - Accredited

Duration of Studies: 1 Year

Award: Higher Diploma in Office Management

GENERAL OBJECTIVES

This is a professional programme of studies whose aim is to educate and produce responsible people who can work in an office environment with emphasis on Accounting, Public Relations, Customer Service, Computers co-ordination and organization of meetings and seminars as well as Personnel Management and Organizational Behavior. Moreover, it trains people to become Office Managers who have many opportunities of employment like Office Management in the Public, Semi Public, Banking and Private Sectors. In addition, this programme of studies provides the basis for the continuation of studies for higher professional and /or academic studies.

ENTRY REQUIRMENTS

- Secondary School Leaving Certificate and
- Diploma in Executive Secretarial Studies or Equivalent

Teaching Language
English



Office Management

(1 year full-time or 2 years part-time, plus a Diploma from an appropriate two-year programme of study as a prerequisite, Higher Diploma)

Έτος 1 – Εξάμηνο 1

Code	Course Title	Weekly teaching period
OM 301	Human Resource Management	3
OM 302	Meetings	3
OM 303	Customer Services	3
OM 304	Computer Advance Word	4
OM 305	Business Statistics II	3
	Any Electives (2 out of 4)	
OM 350	Introduction to Sociology or	3
OM 351	Intermediate Accounting or	3
OM 352	Safety at Work	3
OM 353	Automotive and Business	3

Έτος 1 – Εξάμηνο 2

OM 312	Principles of Marketing	3
OM 313	Electronic Business	4
OM 314	Public Speaking	3
OM 315	Principles of Management	3
OM 316	Computer Advance Excel	3
	Any Electives (2 out of 4)	
OM 356	Introduction to Psychology	3
OM 357	Computerized Accounting	3
OM 358	Computing for Engineers	3
OM 359	Alternate Fuels and Energy Syst.	3

COURSE: OFFICE MANAGEMENT

(1 year full-time or 2 years part-time, plus a diploma from an appropriate two-year programme of study as a prerequisite, higher Diploma)

OM 301 HUMAN RESOURCE MANAGEMENT

To emphasize personnel and human resource management activities as an integrative relationship of people, jobs and organization. To enable the student to realize the importance of effective personnel and human resource management for organizational performance.

OM 302 MEETINGS

To enable candidates to develop knowledge and understanding of preparing for business meetings, conducting business meetings and following up on business meetings.
Πιστοποιημένος – Πιστοποιημένος

OM 303 CUSTOMER SERVICES

The aim of the examination is to enable candidates to develop knowledge of the functions of customer service, an appreciation of systems and procedures that enhance delivery of reliable and effective service and understanding of personal behaviors that influence service delivery.

OM 304 COMPUTER ADVANCE WORD

This module is a high-level certification programme through which candidates can demonstrate their ability to use the advanced features of word processing applications to enhance their work, improve productivity and save time. Completion of this module will enable candidates to demonstrate professionalism and save time in the creation, production, review, and distribution of documents.

OM 305 BUSINESS STATISTICS II

The aims of the course are to introduce students to issues of securing knowledge about human behaviors in work places through the design of research projects, collection and analysis of data, and presentation of results. The course focuses on skills and knowledge necessary for the successful completion of a research project.

OM 350 INTRODUCTION TO SOCIOLOGY

This course provides a broad overview of sociology and how it applies to everyday life. Major theoretical perspectives and concepts are presented, including sociological imagination, culture, deviance, inequality, social change, and social structure.

OM 351 INTERMEDIATE ACCOUNTING

After having successfully passed Level 1 students will now continue to Intermediate Accounting Level 2. Students will continue to broaden their knowledge by learning about other forms of organizations such as Manufacturing and Non-Profit Organizations.

OM 352 SAFETY AT WORK

Στο τέλος του μαθήματος, οι φοιτητές θα είναι σε θέση να επισημαίνουν τους κινδύνους που διατρέχουν κατά την εκτέλεση των εργασιών τους, να συνειδητοποιούν τις συνέπειες ενός ατυχήματος, να αναγνωρίζουν και να χρησιμοποιούν τα μέσα και τα μέτρα ατομικής και συλλογικής προστασίας και υγιεινής που προβλέπονται από τη νομοθεσία.

OM 353 AUTOMOTIVE AND BUSINESS

By the end of the course, the students should be able to Develop skills required to become shop owners/managers. These will include handling employees, developing pay scales, providing a positive work place, and developing a strategy for a successful and profitable business. Setting of reference or standards, appraisal or evaluation, monitoring and controlling, types of control.

COURSE: OFFICE MANAGEMENT

(1 year full-time or 2 years part-time, plus a diploma from an appropriate two-year programme of study as a prerequisite, higher Diploma)

OM 312 PRINCIPLES OF MARKETING

The aim of this course is to introduce students in the field of marketing, to develop the student's understanding of marketing and to appreciate the importance of the separate marketing functions, the management of these functions, and how each function affects other functions within the marketing domain.

OM 313 ELECTRONIC BUSINESS

The purpose of the course is to give an understanding of E-Business to students and to introduce them to new initiatives in e-business, the extent of promotion of e-business ventures through all media, and the concern of Governments about the potential impact of the internet in society, mobile, technologies etc.

OM 314 PUBLIC SPEAKING

This course is designed to help students build confidence in preparing and delivering informative and persuasive speeches. Topics include subject selection, audience analysis, research, organization, and the use of voice and body in speech delivery.

OM 315 PRINCIPLES OF MANAGEMENT

The aim of the course is to provide a general understanding of the science, theory and principles of management and how they relate to the practice of managing. Above all, to address the needs of individuals learning how to manage effectively in the contemporary competitive environment.

OM 316 COMPUTER ADVANCED EXCEL

This module is a high-level certification programme which presents candidates with the opportunity to bring their spreadsheet skills to an expert level. Completion of this module will enable candidates to master the more advanced functions of spreadsheet applications, enabling them to produce more sophisticated reports, and to perform complex mathematical and statistical calculations.

OM 356 INTRODUCTION TO PSYCHOLOGY

Psychology is a science exploring the cognitive processes, social feats, and behavioral accomplishments of which the human mind is capable. This introductory course provides an overview of a range of fundamental psychological concepts and the research methodology used to study these concepts.

OM 357 COMPUTERIZED ACCOUNTING

The course aims at developing the accounting techniques and skills necessary as a foundation for further study and practical experience, including the use of appropriate computer techniques. It will expose students to the development and use of manual and computerized accounting systems.

OM 358 COMPUTING FOR ENGINEERS

By the end of the course, the students should be able to: identify the components that constitute a computer system both in terms of hardware and software and effectively use core operations of a modern operating system. Understand how information technology aids business decision making. Identify the components of a typical microcomputer system.

OM 359 ALTERNATE FUELS AND ENERGY SYST.

By the end of the course, the students should be able to: have a broad knowledge of the different Types of Energy Sources, Describe and analyse typical examples of different Energy Sources.