



Sistema Qualità Certificato
in conformità alla norma
UNI EN ISO 9001:2000.
Certificato n° SQ.41823.

Certified Quality System
in compliance with the standard
UNI EN ISO 9001:2000.
Certificate n° SQ.41823.

EASI ADMINISTRATIVE EXPERTS

FUNDED BY	PROVINCE OF PRATO
DURATION AND METHODOLOGY	500 HOURS — 260 CLASSROOM HOURS — 240 INTERNSHIP HOURS
PRE-REQUISITES	Basic IT and accountancy skills
COURSE OBJECTIVES	Provide the participants with the necessary skills to carry out a supporting role to accountancy and administrative staff
BENEFICIARIES	15 unemployed women
CLASSROOM TYPE	Classroom, IT laboratory
LANGUAGE OF LESSONS	Italian
PROFESSIONAL PROFILE	The participants who passed the final exam completed the specialisation in Administrative Assistant.

TRAINING PROGRAMME

MODULE 1	EXCEL AND ACCESS FOR ADMINISTRATION (50 CLASSROOM HOURS)
	Working with files and data in Excel Creating databases, tables, queries, forms and reports in Access
MODULE 2	GENERAL ACCOUNTANCY (50 CLASSROOM HOURS)
	Profit and loss Petty cash Account books Advance tax reduction and depreciation procedures
MODULE 3	FEES (35 CLASSROOM HOURS)
	Settlements
INTERNSHIP	First phase of the Internship (80 hours)
MODULE 4	FUNDING FOR COMPANIES (15 CLASSROOM HOURS)
	Funding channels available for companies Finding information Requesting funding
MODULE 5	ANALYTICAL ACCOUNTANCY AND PRACTICAL EXERCISES (55 CLASSROOM HOURS)
	Profit and loss Revision of general accountancy
MODULE 6	RELATIONS WITH BANKS (10 CLASSROOM HOURS)
	Checking banking conditions and bank extracts Mortgages and guarantees
TRANSVERSAL MODULE	CAREER PLANNING (20 CLASSROOM HOURS)
	Understanding the main information channels available for finding employment Job search techniques Expectations of companies who offer work
INTERNSHIP	Second phase of the Internship (160 hours)
FINAL EXAM	Written test, Interview and Practical test (15 hours)