

There is something unnatural about our building when it stands quiet and empty. It looks tidy, it looks clean, but it feels weird! We are very much looking forward to our new students arriving on Monday 27 September and filling the corridor with the sort of noise and energy that only students can! If you have secured your place on one of our courses and have any queries prior to arriving please do telephone us. No question is too small or too silly – we want to help you to settle into your new course and, where appropriate, your accommodation as effortlessly as possible. *Angela Liddiard*



Website of the month

<http://www.ilasecurity.com> Have you ever had the “what is the most useless present you have ever been given” conversation with friends? The winner of mine is a handbag charm; I have never been able to work out why people want to hang useless dangly things from their handbags!

This website sells dangly things for handbags, but they are certainly not useless. They are personal alarms which you could attach to your bag (or keys, or dog lead etc) and when the chain is pulled they emit an exceptionally loud noise, which should surprise your attacker and give you precious seconds to act. In an ideal world the chain will never need to be pulled, but with the evenings getting darker, and many young people making plans to leave home for the first time, this is the ideal time to take precautions.

Graduate Careers

One hundred per cent of the students who enrolled on our 12-week Graduate Business Skills course during the last academic year are now employed in meaningful career jobs. There are only a few places left for the September start, so please get in touch with us if you are still considering your options.

This month's IT Tip

*When working in Excel it is very useful to be able to click into a cell and be able to see the underlying formula. However, it gets quite difficult if you have to go scrolling around your spreadsheet to see the cells that the formula refers to. You can make this process a lot easier by using the Auditing tools. Click in the cell containing the formula and go to the **Formulas** tab/**Formula Auditing** group/**Trace Precedent** command button. Excel will now draw blue arrows to each cell that is referred to in the formula. To remove the arrows click on the **Remove Arrows** button.*

What does a Personal Assistant do?

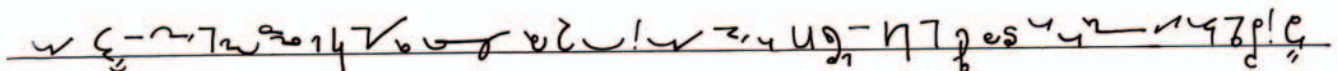
This month we will have 60 students commencing our nine month Executive Personal Assistant course. By June 2011 they will be trained and looking forward to beginning their career. What will they be doing?

One ex-student's first job each week was to take a dead mouse out of the freezer and, when it had defrosted, feed it her boss' snake. Another had to put her employer's dog into the lift on the top floor whilst liaising by telephone with the dog walker who was waiting by the lift door on the ground floor. The dog was taken for 'walkies', then the process was reversed!

These are more unusual tasks. An ex-student recently emailed with a vacancy for a Personal Assistant within her company. She told us that the day-to-day duties would include; intricate travel itineraries, electronic diary management, all forms of communication (including telephone, letters and email), video conferencing, blog updating, research, arranging and documenting meetings, bookkeeping, filing, marketing, contract negotiations, project management, staff management and training ... the list was endless.

More importantly; 'I'm looking for someone who can take charge and make sure that the whole office is working from the same page, but at the same time I want someone who will roll up their sleeves and muck in; they must not be too grand to make coffee, serve tea at a meeting or pick up the dry cleaning. There again, they must not pitch themselves at that level; one day they might come into work and find that we need to open a new office somewhere and they are tasked with setting it all up – the staffing, the IT infrastructure, the systems etc'.

This might look a little daunting; however the very best emails that we receive are those that come from past students telling us that they cannot believe that they are actually doing the jobs that they are doing. We always smile a little bit because we know that armed with a 'can-do' attitude and the excellent skills and management training that our Personal Assistant course delivers, our students can do anything they set their minds to – even if they do wrinkle their nose up at the snake!



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