Administrative Assistant Diploma

pitman™ training

Tel: 020 7256 6668

Pitman specialises in offering world-class secretarial training and this diploma will provide you with a high-level, well-rounded administrative skillset that will impress any potential employer.

This diploma gives you an excellent base of administration focussed skills that you can easily transfer into the workplace. It has been designed to help those seeking a career as an Admin Assistant, Office Assistant, or Secretary for example. You'll gain the professional skills that employers seek out in their employees.

Get the skills required to gain a job as a trusted Admin Assistant.

A good admin assistant provides a vital support function in any busy office. You'll need to master the art of working under your own initiative to tight deadlines, as well as responding to the demanding needs of more senior colleagues. With our Administrative Assistant Diploma you'll get high quality office based training which not only gives you great IT skills, but will also teach you how to speak the language of business. In fact with your completed diploma, you'll have an excellent foundation to get a job as a trusted admin assistant in any office.

All the skills you need to work in a busy office

Whether you're changing career or looking to get your first foot on the ladder, the Administrative Assistant Diploma is an ideal route to ensure you have the vital skills employers are looking for. You'll learn how to master in-demand software packages such as Microsoft Office, as well as excellent computer keyboard skills and creating complex documentation. What's more, to complement your diploma you'll also have the option to add an elective subject, including help with your CV, interview techniques, keyboard speed development and health and safety essentials.

What will you get in return?

A Pitman Training diploma is one of the most prestigious courses you can complete from one of the most highly regarded training organisations across the world. Businesses throughout the UK recognise the Pitman Training name as a sign that you have been trained to the very highest level. So with your Admin Assistant Diploma, you'll have world class skills to get a job as a highly valued Office Assistant.

Aims and Objectives

Whether you're changing career or looking to get your first foot on the ladder, the Administrative Assistant Diploma is an ideal route to ensure you have the vital skills employers are looking for. You'll learn how to master in-demand software packages such as Microsoft Office, as well as excellent computer keyboard skills and creating complex documentation. What's more, to complement your diploma you'll also have the option to add an elective subject, including help with your CV, interview techniques, keyboard speed development and health and safety essentials.

Pre-Requisites

There are no formal pre-requisites required before starting this course.

Career Path

Through the study of this diploma you'll be in the ideal position to apply for careers such as Admin Assistant, Office Assistant, Secretary, Team Secretary for example. Not only will you have the skills employers need, you'll open up some great career progression opportunities.

From positions such as these, you can train further and gain experience to be able to apply for positions such as PA, EA, Office Manager, Officer Supervisor, VA and more!

CPD Points 150

(Awarded CPD points upon successful completion).

Core Courses

Effective Business Communication

This excellent course will raise your game when it comes to business communication skills which is often top of the list of qualities demanded by employers.

Successful Meetings and Minutes

Taking clear and accurate minutes is a core task for any office admin, secretarial or PA job. This course will teach you all of the skills and techniques you need to take the stress out of minute taking.

or Meetings and Minutes Seminar

This one-day tutor-led seminar is one of our most popular seminars ideal for anyone involved in organising meetings and taking notes at those meetings. You'll learn how to prepare ahead of the meeting, how to take effective minutes and work effectively post-meeting to maximise your effectiveness and help manage your time effectively.

Typaz

In just 25 hours speeds of 20-40+ words per minute are perfectly achievable, even if you have little prior experience. You'll also receive guidance on ergonomics, technique and accuracy.

or Typaz Speed

If you want to build speed and accuracy then consider our Typaz Speed touch-typing course. Lasting 15 hours, the course will take you to speeds of 40-60 words per minute.

Word

Our Microsoft Word course is designed to provide you with the essential skills you will need to be proficient in Word, in a work environment, in as short a time as possible.

or Word Expert

This training in Microsoft Word will propel your Word skills forward to an advanced level. Over several lessons, you'll become confident in a range of Word's more sophisticated features.

Excel

Microsoft Excel is the world's most popular spreadsheet program. This course is suitable for beginner to intermediate level. Over ten self-paced lessons you'll learn how to format your spreadsheet to best display your information, handle simple and complex formulas, insert charts, learn how to insert functions such as IFERROR and much much more.

or Excel Expert

Our Excel Expert level course will provide you with the knowledge and skills to use this popular spreadsheet programme to an advanced level. Over a series of self-paced lessons you'll learn how to perform tasks such as conditional formatting, recording and running macros, working with pivot tables and using statistical functions.

PowerPoint

Our PowerPoint training course will help you get to grips with this comprehensive presentation software. Flexible to study, you can choose the version of Microsoft Office you wish to study on.

or Access

An understanding of how to utilise Microsoft Access to it's best is a highly worthwhile skill to have at your command. This is a popular database application is widely used across many employment sectors.

Outlook

This flexible study Outlook course takes you through everything you need to use this popular email system as a work tool, from navigation and views through contacts and appointments, to tasks and folders.

Elective courses (choose two)

- Speedwriting
- Professional Receptionist Seminar
- Telephone Techniques - Seminar
- Typaz Speed
- Bookkeeping Level 2 - Module 1

(Alternative subjects may be chosen if more suitable to your existing skills and career.)

To discuss your current skills and aspirations for the future, please speak to one of our friendly advisors.

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Guideline Learning Time

150 hours flexi study or 6 weeks full-time
(Full-time based on approx 20-30 hours a week)