

Administrative Assistant Diploma

Get practical skills you can use today



Get 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.



"Having taken voluntary redundancy, I discovered I needed to prove my skills despite 28 years experience! I had so much support from my local centre, who were incredibly welcoming and friendly. Thanks to them I now have the necessary certificates and a new job as an Office Administrator."

Anne, Office Administrator

The CPD Standards Office
CPD PROVIDER: 21121
2014 - 2016
www.cpdstandards.com



Get the Pitman Advantage™

Core Courses*

Typing or Typing Speed Development

We offer a full range of typing courses whether you're a beginner or need to reach top speeds with maximum accuracy.

Effective Business Communication

This excellent course will raise your game when it comes to business communication skills. Effective communication skills are top of the list of qualities demanded by employers, it's an essential skill to master. Training begins with examining English language skills before looking at the use of the appropriate tone.

or Business Document Production

Develop skills and understanding of routine and complex business documents and the conventions used in their production and presentation.

Microsoft Word

Learn word processing skills to a good business standard. This will enable you to create professional looking documents, produce tables, insert pictures and much more.

or Microsoft Word Expert

Learn advanced word processing skills including mail merge, creating graphs, creating and running macros, creating an index, table of contents and more.

Microsoft Outlook

Learn everything there is to know about Outlook including navigation, calendars, tasks and emails.

Microsoft Excel

Learn spreadsheet skills to a good business standard. This course will enable you to create a spreadsheet, enter data, formulas and functions; create charts and more.

or Microsoft Excel Expert

Learn advanced spreadsheet skills, covering areas such as importing and exporting data, creating and using templates, linking workbooks, data management, using analysis tools and pivot tables.

Microsoft PowerPoint

Gain competency in creating slide presentations. Areas covered include formatting, inserting tables, pictures, sound and hyperlinks; applying transition and timing effects.

or Microsoft Access

Develop database skills from the initial design stage. Covers the creation of tables, reports, queries and forms, relationships, wizards and more.

Successful Meetings and Minutes

Taking clear and accurate minutes is a core task for any office admin, secretarial or PA job, and one that worries a lot of people. Fear no more, this course will teach you all of the skills and techniques you need to take the stress out of minute taking.

Elective Courses* (choose one)

Typing Speed Development SpeedWriting

Professional Receptionist Seminar** Telephone Techniques Seminar**

Get the Pitman Advantage™

This prestigious Pitman Training Diploma is highly regarded by employers throughout Ireland and the UK and signifies that you have been trained to the highest level. With your Administrative Assistant Diploma you'll be able to demonstrate that you have the essential work-ready skills needed and have been trained by the very best.

- Flexible training you can fit around work and family commitments
- Support whenever you need it from our friendly course advisors
- The widely respected Pitman Training name on your CV
- The skills in demand by employers
- Confidence that you're one step closer to your dream job, promotion or new career



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

They can also provide complete details on the full range of Diplomas and Courses in this area.



Get the Pitman Advantage™



Guideline Learning Time

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