

# Office IT Diploma

This diploma will help you gain a key skillset most office staff are required to possess. You'll study key Microsoft Office courses (Word, Excel, Outlook and PowerPoint), Effective Business Communication and touch-typing.



Tel: 020 7256 6668



**This course is for those wanting to gain a solid grounding in core office administration skills. Excellent if you're looking for a career as a PA, Senior Administrator, EA or Office Manager for example.**

## The computer skills employers are seeking

To stand out in today's demanding business world, you'll need to demonstrate that your computer skills are superior to those around you. Our Office IT Diploma is designed to equip you with the essential IT skills you'll need to be a highly valued member of any team.

## Progress your career with our diploma

Our Office IT Diploma will give you a great foundation to take your career in any direction. You'll be able to demonstrate that you have a sound understanding of the widely used Microsoft packages and that you can communicate effectively in a professional business environment. The diploma will teach you excellent computer keyboard skills and speed development - ensuring you can type quickly and accurately using the correct technique. You'll also learn how to master Microsoft Word, Outlook, PowerPoint and Excel. With your completed diploma, you'll have invaluable skills which will help you get a rewarding job with good career prospects.

## What will you get in return?

Businesses throughout the UK and Ireland recognise the Pitman Training name as a sign that you have been trained to the very highest level. So with your Office IT Diploma, you'll have world-class skills to get a highly valued, well paid job in any office.

## Aims and Objectives

Our Office IT Diploma will give you a great foundation to take your career in any direction. You'll be able to demonstrate that you have a sound understanding of the widely used Microsoft packages and that you can communicate effectively in a professional business environment. You'll learn how to master the most widely used computer software programs and gain excellent keyboard skills to ensure you can keep up with the fast pace of a thriving office environment.

## Pre-Requisites

There are no pre-requisites required.

## Career Path

This diploma is designed to give you vital know-how on the key office IT application, Microsoft Office. This can be useful for many careers including secretarial and administration roles, finance and accounts positions as well as managerial roles.



**CPD Points 125**

*(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.

### 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.

### 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.

### 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.

You can choose whether you'd like to study 2013 or 2010 and 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.



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

**City of London:** Salisbury House, London Wall, London, EC2  
**Oxford Circus:** 50 Margaret Street, London, W1

**Tel:** 020 7256 6668 **Web:** [www.pitmanlondon.co.uk](http://www.pitmanlondon.co.uk)



## Guideline Learning Time

**125 hours flexi study or 5 weeks full-time**  
(Full-time based on approx 20-30 hours a week)