

Office IT Diploma

The skills you need to
succeed in business



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. So 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.

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.

Get the job and succeed

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. In fact, 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?

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 Ireland and the UK 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.



"I found the skills I learnt in this Diploma invaluable. I achieved my Diploma quickly and I'm happy to say I have not been out of work since."

Jason, IT Administrator



Get the Pitman Advantage™

Core Courses

Typing

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

Learn how to communicate effectively in business by letter, email, telephone and presentation. This will cover correct use of grammar, punctuation, principles of letter writing and CV writing.

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 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 Outlook

Learn how to share, manage and schedule information electronically. Covers the use of email, electronic calendar, scheduling meetings and appointments; creating and assigning tasks and creating address lists.

Microsoft PowerPoint

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

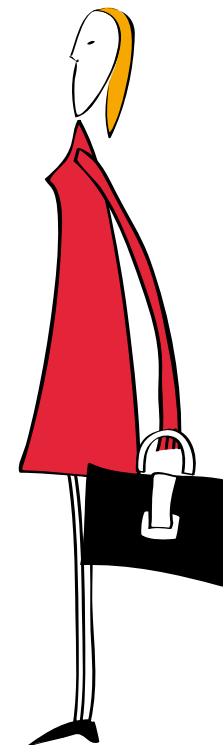
Other courses you may be interested in

If you'd like to combine your Office IT skills with the specialist fields of HR or Marketing and PR, please speak to your Pitman Training Course Advisor who will be able to recommend an alternative choice of diploma.

Get the Pitman Advantage™

This prestigious Pitman Training Diploma is highly regarded by employers throughout the UK and signifies that you have been trained to the highest level. With your Office IT 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.



Guideline Learning Time

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



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