

Office Skills Diploma

This diploma is fully customisable, allowing you to select four courses that best suit your requirements to help you gain professional expertise in your chosen subjects.



Tel: 020 7256 6668

Gain practical, work-ready skills to help start your administration career.

Employers are always on the lookout for people with practical, know-how who can add value to their business from day one. So, if you've just left college, want to work in an office environment or are coming back in to the world of employment after a break, the Office Skills Diploma could be the ideal training for you.

Build the foundation for success with this tailor-made diploma.

This is a popular training programme as it allows you to take full control and choose the courses you want to study. Its flexibility means you could be learning a wide range of essential skills such as Microsoft Office, Bookkeeping, Sage Accounts and Effective Business Communication for example. There are plenty of options available with over 200 courses to choose from, so you can tailor the diploma to suit you.

Want to know more about how to create your perfect training programme? Simply get in touch with a Course Advisor at your nearest centre and they will work with you to select the courses that will give you the skills you require.

Gain a broad range of skills as well as the confidence in your abilities to put them straight into action in the workplace.

What will you get in return?

A Pitman Training diploma is one of the most prestigious training programmes 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. With your Office Skills Diploma, you'll have world-class skills to get a job as a highly valued, well-

paid office assistant.

Aims & Objectives:

Enhance or change your career for the better. Our Office Skills Diploma has been designed to give you flexibility to choose subjects that meet your needs and which will help you achieve your career ambitions.

Pre-Requisites

There are no specific pre-requisites for this diploma.

Career Path

A great diploma that can help open the doors to a variety of careers thanks to its unique tailor-made set up. You could work towards any number of office administration type careers in roles such as Medical Secretary, Legal Secretary, PA, EA or Office Manager. Alternatively, you could utilise the skills gained to kick-start a rewarding career in an accounting role with positions such as Bookkeeper, Accounts Assistant or Finance Assistant.

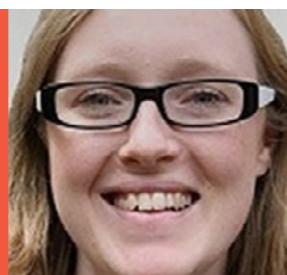


CPD Points 90

(Awarded CPD points upon successful completion).

"I found employment very quickly after finishing the diploma, proving that I had made the right decision. The skills I learnt help me on a daily basis to get through my workload quickly and efficiently, so I can only advise anyone looking for work to get the right skills and the Pitman Training qualifications for the job they want!"

- Eloise



Core Courses

With our Office Skills Diploma, you choose any four core courses from the below list, please note alternative subjects may be chosen if more suitable to your existing skills and career. Our Course Advisors can assist further with tailoring this diploma to your requirements

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.

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.

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.

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.

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

Bookkeeping Level 2 - Module 1

People with strong bookkeeping skills are always in demand. This course is designed to give you an advantage over others with less experience, teaching you double-entry bookkeeping.

Sage 50 Accounts

Sage 50 Accounts will equip you with the skills you need to get a good job in an accounts department, or to work for yourself by offering accounting administration services to local firms.

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.

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.



Guideline Learning Time

90 hours flexi study or 4 weeks full-time
(Full-time based on approx 20-30 hours a week)