

Professional Executive PA Diploma with AAT Level 2* Qualification

Take your career to the highest level



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Get a high level job as a top PA or EA

If you have your sights set on becoming the right hand person to a senior director or boss of one of the UK's top companies, the Professional Executive PA Diploma is the right choice of training for you. You'll get all the essential skills required to be an indispensable PA or EA, delivering reports, figures, forecasts and reports to enable decision-making at the highest level, quickly and accurately. Quite simply this is the most comprehensive Executive PA training available.

The essential skills you need to get the job and succeed

With the Professional Executive PA Diploma you'll learn how to stay one step ahead, anticipating needs and meeting the demands of this challenging, yet rewarding role. You'll learn advanced touch typing, Microsoft Office to an expert level, web design, book-keeping, accounts (including Sage 50 Accounts) and payroll. You'll also undertake a series of self-development programs. In addition, you can also choose from a range of elective subjects to complement your core skills in the fields of Marketing, HR, PR and Law to name just a few.

What will you get in return?

A Pitman Training Diploma is one of the most prestigious study 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. So with your Professional Executive PA Diploma, you'll have world-class skills to get a job as a highly valued, well paid Executive PA.

Study of the three book-keeping modules will enable students to sit the two online assessments leading to the **AAT Level 2* Certificate in Bookkeeping** qualification. Study of Sage 50 Accounts course will enable students to take the **AAT Level 2* Award in Computerised Accounting** and the study of the book-keeping modules, Sage Accounts, Basic Costing and Working Effectively in Accounting and Finance will enable students to take the **Level 2* Certificate in Accounting** with AAT. You'll also gain registration to MyAAT and AAT study support.

*Equivalent of AAT Level 2 Certificate in Scotland is Level 5

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



Get the Pitman Advantage™

Core Courses

Typing

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.

Typing Speed Development

If you want to build speed and accuracy, this course will take you to speeds of 40-60 words per minute and, on completion, you'll have the opportunity to gain a recognised typing qualification.

Effective Business Communication

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

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, enabling you to create professional looking documents.

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 and be confident in this essential software.

Microsoft Excel Expert

Advanced spreadsheet skills, covering importing and exporting data, creating templates, linking workbooks, data tools, analysis and pivot tables.

Microsoft PowerPoint

Gain competency in creating slide presentations. Includes formatting, inserting tables, pictures, sound and hyperlinks; transition and timing effects.

Microsoft Access

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

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.

Dreamweaver

Learn to create a website using the most popular industry standard web design program.

or WordPress for Business

WordPress is recognised worldwide as one of the most popular online blogging tools used by millions every day. WordPress has evolved a great deal and is now widely used as a full content management system where you can design, build and create a professional website.

Event Management Essentials

Getting under the skin of events means they become easier to manage. Event organising is no walk in the park and there are many complexities that go into making an event a success. Learn some tricks of the trade and really get to grips with event project management to ensure your events are always ones people are talking about for all the right reasons.

Audio Transcription**

Learn audio typing techniques to produce business documents to a high degree of accuracy and skill.

Book-keeping Level 2 - Module 1

In 8 lessons learn all aspects of manual accounts, the basics of VAT, checking invoices, day books, general ledger, purchase ledger and sales ledger, petty cash books and balancing ledger accounts.

Book-keeping Level 2 - Module 2

Module 2 covers the double entry book-keeping system, bank reconciliation, sales and purchase ledger, accounting for bad debt, correcting errors, reconciliation of statements and VAT returns.

Book-keeping Level 2 - Module 3

Module 3 covers using the journal in order to correct book-keeping errors, as well as recording year-end adjustments prior to preparing the final accounts.

Payroll Principles

Payroll Principles is a great short course that can be studied in just 4 hours. The course is designed to teach those new to payroll the theory behind practicalities of running a business's company payroll.

Sage 50 Accounts

Convert your manual book-keeping skills to computerised accounts using the most popular software.

Sage 50 Payroll

Convert your manual payroll skills to computerised payroll using the most popular program including statutory sick pay and statutory maternity pay.

Successful Meetings and Minutes

Gain the skills to ensure every meeting you attend is productive. Build your understanding on logistics, preparation, note-taking, agenda planning and how to clarify actions.

HR Essentials

HR Essentials is an entry-level HR training course. You will learn essential knowledge on areas such as recruiting new staff, employment contracts, salary processing and maternity rights. Through the use of a case-study, you'll gain an excellent understanding of the ins and outs of HR in a business.

Basic Costing

Learn to understand an organisation's cost recording system, use it to record or extract data and use spreadsheets to convey information on actual and budgeted income and expenditure.

Working Effectively in Accounting and Finance

Understand an organisation's accounting function, use numeracy and literacy communication skills to work independently or in a team, prioritise tasks, understand ethical issues, confidentiality and the benefits of sustainable values.

Shorthand (optional)

A thorough course designed to take you from beginner to expert - writing 60-70 words per minute.

Elective subjects - please see next page

Elective Courses* (choose four)

Health & Safety Essentials

Marketing Essentials

Get Into PR

Legal Text Processing

Shorthand Speed Development
or Shorthand Fast

Numeric Data Entry

Introduction to Business
Structure & Law

Executive PA Seminar

Medical Terminology

Microsoft Publisher

SpeedWriting



Guideline Learning Time

483 hours flexi study (without shorthand)* or 19 weeks full-time**

543 hours flexi study (with shorthand)* or 22 weeks full-time**

**Full-time is based on approx 20-30 hours a week

Other courses you may be interested in

The Professional Executive PA includes elective introductions for the specialist fields of Legal and Medical Secretary, which can lead to very challenging and rewarding roles. If you'd like to work in one of these specialist fields, please talk to your Pitman Training Course Advisor about our Medical Secretary Plus Diploma and Legal Secretary Diploma.

**Alternative choices are available. Please talk with your Course Advisor. Seminars are subject to availability at your local Pitman Training Centre.*

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Speak to one of our friendly course advisors today to discuss how you can get the skills for a rewarding job as an Executive PA.



Get the Pitman Advantage™