IT Office Adminstrator Diploma

An ideal route for anyone with an interest or experience in IT, looking to work in an administration or office support role.

PITMAN TRAINING

As the tech sector continues to be one of the fastest growing employment sectors in Ireland, this unique IT Technical course will empower you to secure an administration role with the confidence to operate and appreciate underlying technical concepts and technologies.

Is the diploma for me?

Broken down into clear segments, the format of this exclusively designed course means you get to grips with one skill before starting on the next, and the practical exercises mean you get hands-on experience during the course. You'll be able to put what you learn into practice immediately.

The comprehensive core areas studied within this diploma are IT Fundamentals, Communication Skills for IT Specialists, Word and Excel, and you can also choose between PowerPoint and Outlook to ensure you have the right mix of skills. We also include typing and Effective Business Communication as you will need to maintain a high standard of communications with work colleagues. You get to choose two electives and your Training Advisor will discuss these with you.

It is worth remembering that on completion you can then extend your skills with IT Office systems by studying A+, Network + or Security+, as well as considering MTA courses.

What will you get in return?

On successful completion of this diploma you will receive a Pitman Training diploma that is recognised nationally and internationally by employers, and you will have the skills you need to go on and develop your skills still further. Well trained IT office administrators and support staff are always highly valued individuals in any business.

Pre-Requisites

There are no pre-requisites required.

CPD Points 160

(Awarded CPD points upon successful completion).

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.

IT Fundamentals
The IT Fundamentals course covers a range of topics from, basic IT installation right through to maintenance, so if you're new to the world of IT, you can be confident that the course will give you a good platform to progress to the next stage.

Communication Skills for IT Specialists
The need for IT specialists who can effectively communicate with all types of users, as well as help organisations implement and manage their increasing technological requirements, continues to grow. The Communication Skills for IT Specialists course helps you communicate successfully while managing projects and people within the IT industry.

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

or Microsoft Outlook
Learn how to share, manage and schedule information electronically. This course covers the use of email, electronic calendar, scheduling meetings and appointments; creating and assigning tasks and creating address lists.

Elective courses (choose two)

- Learning Windows 7
- Time Management
- Microsoft Access
- Project Management Fundamentals

Alternative choices are available. Please talk with your Course Advisor.

To discuss your current skills and aspirations call now:

020 7256 6668

www.pitmanlondon.co.uk

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Guideline Learning Time
160 hours flexi study or 6 weeks full-time
(Full-time based on approx 20-30 hours a week)