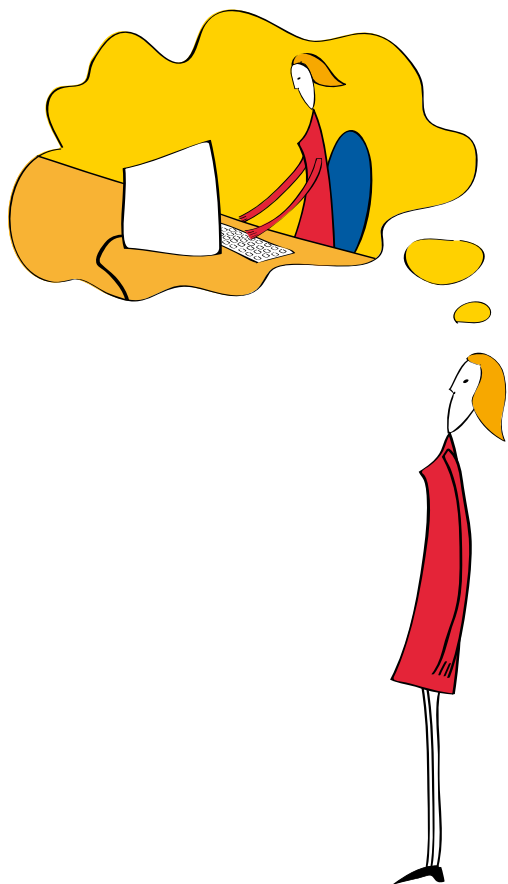


Office Skills Diploma

Enhance or change your career
for the better



Practical work-ready skills to help get you an office job

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

You'll learn a wide range of essential skills which will make you stand out in any office, including great IT skills, how to speak the language of business and even how to balance cash books.

A great foundation for success

Most businesses use the same software packages and handle the day to day running of their office in much the same way. So that's why our Office Skills Diploma has been designed to teach you the basic skills you will need to a level demanded by most employers, including computer keyboard skills, Microsoft Office and book-keeping. What's more, to ensure you understand how a business works and how to communicate effectively with other employees, your diploma will also cover communication at work and health and safety. So with your completed diploma, you'll have a great breadth of skills and the confidence to work in many different office based roles.

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

"After I was made redundant from my retail job, I decided I wanted a new career in office admin. The Office Skills Diploma was great and as a result, I found a position working for an oil company even before I finished my course"

Olivia, Office Administrator



The CPD Standards Office
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www.cpdstandards.com



Get the Pitman Advantage™

Core Courses (choose four)

Typing

We offer a full range of typing courses whether you're a beginner or need to reach top speeds with maximum accuracy.

Typing Speed Development

Learning how to type fast is one thing. Learning to type faster whilst retaining accuracy is quite another! Our Typing Speed Development course will improve typing speed and keep your accuracy up to scratch too - so you'll be more efficient and productive.

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.

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 much more.

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

This course is extremely wide-ranging covering, to name just a few topics, running slide shows, planning and designing presentations, applying themes, inserting slides from Word, drawing and resizing shapes, charts and spreadsheets, using flowcharts, viewing and editing comments, transition effects and hyperlinks.

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.

Effective Business Communication

This excellent course will raise your game when it comes to business communication skills. Effective communication skills are top of the list of qualities demanded by employers, it's an essential skill to master. Split into eight lessons, your business communication training begins with examining English language skills before looking at the use of the appropriate tone.

Sage 50 Accounts

You'll need a good knowledge of manual book-keeping to take this course, which is specially designed for people wanting to be proficient and confident in Sage 50. It 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.

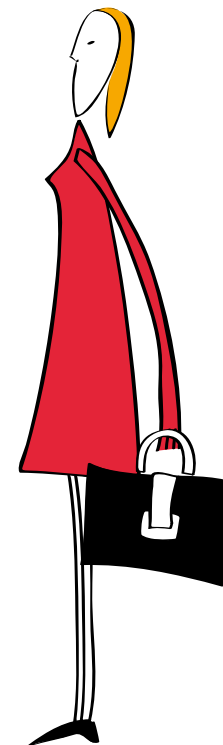
Base your choices around your desired career development path. Your course advisor will be able to help you choose from a wider selection to suit your needs. You could learn great IT skills, how to speak the language of business, book-keeping, computer keyboard techniques for speed and accuracy and effective business communication. In fact, with this diploma, you'll have a diverse range of skills, which will enable you to take your career in any direction.

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 Skills 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

87 hours flexi study or 3 weeks full-time
(Full-time is based on approx 20-30 hours a week)



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