



Boost your career prospects with a Pitman Training

Executive PA Diploma Programme

Designed for: People who seek a high status career as a Personal Assistant to a senior manager or director.

Objectives: To provide you with the essential secretarial, IT and personal skills, knowledge and confidence you'll need to succeed in this fast-moving, exciting career.

Core Subjects:

Computer Keyboard Skills
Keyboard Speed Development
Audio Transcription 1
Microsoft Word Proficient & Expert
Microsoft Excel Proficient & Expert
Microsoft Outlook
Microsoft PowerPoint
Microsoft Access
Effective Business Communication
Go Make A Difference

Recommended Electives – Choose Four:

Executive PA Seminar
Meetings & Minutes Seminar
Legal Secretarial Modules
MS Office 2007 Fast
Shorthand

Guideline Learning Time:

You can complete this programme in as little as 16 weeks or take up to 1 year, full-time, part-time, evenings or Saturdays.

As all our diploma programmes offer a high degree of tailorability, prices and duration are calculated for the specific needs of each student, based on exemptions for their existing skills and their choices of electives.



For more information or to arrange an appointment with a Course Advisor, please call **020 7025 4700** or visit

www.holborntesting.co.uk