Business IT Diploma with HR

Designed for: Individuals who wish to gain essential office and computer skills in preparation for a career in HR.

Pre-requisites: None

Objective: To provide you with vital business skills for improved employment opportunities in this field.

Course Content:

- **Computer Keyboard Skills** – Learn how to touch type accurately, using the correct keyboard technique.
  OR
- **Keyboard Speed Development** – Develop your typing speed to improve productivity using graded copying exercises and timed dictations. A number of stages are available, taking you up to a speed of 70 wpm.
- **Effective Business Communication** – Learn to communicate effectively in business – by letter, email, telephone and personal presentations.
  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 employable standard.
- **Microsoft Word Expert** – Learn advanced word processing skills including mail merge, creating and running macros, creating an index, table of contents and more.
- Microsoft Excel – Learn spreadsheet skills to a good employable standard.
  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 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 Access** – Develop database skills from initial design stage to running reports and queries.
- **Microsoft PowerPoint** – Gain competency in creating slide presentations. Areas covered include formatting, inserting tables, pictures, sound and hyperlinks, and applying transition and timing effects.
- **Get Into HR** – Learn the main principles of HR, including methods of recruitment, reviewing application forms, preparing for interviews, employee induction and contracts of employment
- **Manual PAYE** – Learn to calculate wages and salaries using Inland Revenue tables, understand tax codes, Inland Revenue forms, and how to complete them. Covers holiday pay, statutory sick and maternity pay.
- **Sage Payroll** – Convert manual payroll skills to computerised payroll using the most popular software program.

Please discuss the options with your Course Advisor

Benefits:

- Equip you to start a new career
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- Personalised workbooks to use as a reference guide on completion of your training
- The opportunity to gain a Pitman Training Diploma that is recognised nationally and internationally by employers

Guideline Learning Time: **4 weeks full-time** (120 hours flexi study)

people.partnership.performance