Introduction to Office Skills Diploma

Designed for:	Individuals who wish to gain an understanding of the variety of skills required in today's busy office environment
Pre-requisites:	None
Objective:	To provide you with the essential IT and other office skills required by today's business world, for whichever area you decide to pursue your career.

Course Content:

Core Subjects (Choose FOUR):

- **Computer Keyboard Skills** – Learn how to touch type accurately, using the correct keyboard technique.

  AND/OR –

- **Keyboard Speed Development** – Develop your typing speed to improve productivity using graded copying exercises and timed dictations. A number of stages are available of up to 70 wpm.
- **Windows XP** – Learn the basic principles of the Windows XP Operating System.
- **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 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 much 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.
- **Microsoft Outlook** – Learn how to share, manage and schedule information electronically.
- **Communication at Work** – Learn how to communicate effectively in the workplace using verbal and non-verbal communication. Understand the principles and structure of written communication.
- **Health and Safety Essentials** – Learn health and safety essentials, fire safety, manual handling, workstation safety and basic first aid.
- **Basic Book-keeping** – Gain a clear understanding of the basic principles of book-keeping. Learn how to maintain a cash book, petty cash book and reconcile a bank statement.

  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: **3** weeks full-time (80 hours flexi study)

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