Business IT Diploma

Designed for: Individuals who wish to gain essential office and computer skills to use in today's fast paced business environments

Pre-requisites: None

Objective: To provide you with vital business skills to apply for office jobs with complete confidence

Course Content:

Core Subjects

- 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.
- Microsoft Word – Learn word processing skills to a good business standard. This course 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 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 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 – Gain competency in creating slide presentations. Areas covered include formatting, inserting tables, pictures, sound, hyperlinks, and applying transition and timing effects to a slide show.

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)

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Microsoft Office Specialist Authorised Testing Centre

Microsoft IT Academy Programme

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