Secretarial Diploma

Designed for: Individuals who wish to gain a range of essential office and computer skills to fast-track them into a secretarial role.

Pre-requisites: None

Objective: To provide you with the essential skills to start a secretarial career with complete confidence.

Course Content:

Core Subjects

- **Computer Keyboard Skills** –Learn how to touch type accurately, using the correct keyboard technique.
- **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.
- **Audio Transcription** – Learn to type from audio dictation using a variety of correspondence e.g. memos, reports and letters.
- **Microsoft Word** – Learn word processing skills to a good business standard.
- **Microsoft Excel** – Learn spreadsheet skills to a good business standard.
- **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.
- **Microsoft Outlook** – Learn how to share, manage and schedule information electronically.

Recommended Electives – choose TWO:

- Introduction to Computers
- Internet Skills
- Microsoft Word Expert
- Microsoft Publisher
- Microsoft Access
- Create, Manage and Integrate Files

- Office 2007 Fast (Modules 1-3)
- Office 2007 Fast (Modules 4-6)
- Basic Book-keeping
- Health and Safety Essentials
- Go-Make a Difference!
- OCR examinations (participating centres only)

The above are recommended electives for this Diploma. Alternative subjects may be chosen. 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: **6** weeks full-time (180 hours flexi study)

Pitman Training Centre
Warnford Court
29 Throgmorton Street
London EC2N 2LT

☎ +44 020 7256 6668
Fax +44 020 7256 7273
www.pitmanlondon.co.uk
courses@pitmanlondon.co.uk

Microsoft Office Specialist Authorised Testing Centre

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people.partnership.performance