

# Pitman Training Business IT Diploma with HR



## Core Subjects

### Computer Keyboard Skills

Learn how to touch type accurately to between 15-20 wpm using the correct keyboard technique. This may help to reduce the risk of RSI. (Repetitive Strain Injury). This course may be taken online or at the centre.

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 to up to a speed of 70 wpm.

### Effective Business Communication

Learn how to communicate effectively in business, by letter, email, telephone and by presentation. This course covers the correct use of grammar, punctuation, principles of letter writing and CV writing.

OR

### Business Document Production

Develop skills and understanding of routine and complex business documents and the conventions used in their production and presentation.

### 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.

### Microsoft Access

Develop database skills from initial design stage. Covers the creation of tables, reports, queries and forms, relationships, wizards and more.

### Microsoft Power Point

Gain competency in creating slide presentations. Areas covered include formatting, inserting tables, pictures, sound and hyperlinks; applying transition and timing effects.

### Microsoft Excel Proficient

Learn spreadsheets to a good business standard. This course will enable you to create a spreadsheet, enter data, use formulas and functions, create charts and much more.

OR

### Microsoft Excel Expert

Learn advanced spreadsheet skills, covering such areas 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. This course covers the use of email, electronic calendars, scheduling meetings and appointments, creating and assigning tasks, creating address lists.

### Microsoft Word Proficient

Learn word processing skills to a good business standard. This will enable you to create professional looking documents, produce tables, insert pictures and much 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 more.

### Manual PAYE

Learn how to calculate wages and salaries using Inland Revenue tables, understand tax codes and complete Inland Revenue forms. Covers holiday pay, statutory sick pay and statutory maternity pay.

### Sage Payroll

Convert your manual skills to a computerised payroll using the most popular software programme.

### Guideline Learning Time

7 weeks full time or 200 hours flexi study



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