

Pitman Training Executive PA Diploma



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.

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.

Audio Transcription

Learn audio typing techniques to produce business documents to a high degree of accuracy and skill.

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.

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.

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

Guideline Learning Time

10 weeks full time or 320 hours flexi study



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Microsoft Access

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

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 Power Point

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

GoMake a Difference

Learn how to make a difference can be made in your personal or professional life through self-development.

Elective Subjects - Choose FOUR

Computer Skills

- Introduction to Computers
- Create Manage and Integrate Files
- Internet Skills
- Health and Safety Essentials

Microsoft Office

- MS Publisher
- Office 2007 Fast Modules 1-3
- Modules 4-6

Get Into Range

- Get Into Journalism
- Get Into Marketing
- Get Into HR
- Get Into PR

Basic Book-keeping

- Legal Secretarial - an introduction
- Shorthand Speed Development
- Dreamweaver
- Meetings and Minutes Seminar
- Executive PA Seminar

Optional

- Teeline or Pitman 2000 shorthand

