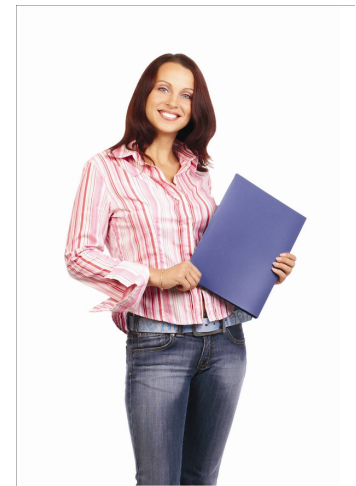


Returners to Work Diploma

If you need to return to work, then this Diploma will give you the essential, up-to-date skills you need to secure a good job in an office environment.

Pitman Training helps hundreds of people get back into work every year - we know what employers are looking for. This Diploma has been specifically created to help build your confidence and ensure you have the up-to-date skills employers want.

Our flexible study method also means you can fit your learning around your home commitments. In addition, every Pitman Training centre has Course Advisors, there to provide additional support. Many centres also offer free CV advice and have strong links with local recruitment agencies and employers; all to build your confidence and help you get the job you really want



Course Content

Core Subjects

- **Keyboard Speed development or typaz speed**
- Develop your typing speed to improve productivity.
- **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.
- **Microsoft Excel** - Learn spreadsheet skills to a good business standard. This will enable you to create spreadsheets, enter data, formulas and functions, create charts and more.
- **Microsoft Word** - Learn word processing 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.
- **Go... Get that Job!** - Learn how to produce a CV, write a cover letter, job searching and interview techniques

Recommended Electives - choose TWO:

- Computer Keyboard Skills or typaz
- Internet Skills
- Microsoft Publisher
- Microsoft Access
- Create, Manage and Integrate Files
- Microsoft Word Expert
- Office Fast (Modules 1-3)
- Office Fast (Modules 4-6)
- Go-Make a Difference!
- Health and Safety Essentials
- Introduction to Business Structure [and Law](#)

The above are recommended electives for this Diploma. Alternative subjects may be chosen. Please discuss the options with your Course Advisor.

Guideline Learning Time: 6 weeks full-time* (170 hours flexi study) *based on 20-30 hours a week*