

Pitman Training Secretarial 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 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 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.

Elective Subjects - Choose TWO

Computer Skills

Introduction to Computers
Create Manage and Integrate Files
Internet Skills

Microsoft Office

MS Word Expert
MS Access
MS Publisher
Office 2007 Fast Modules 1-3
Modules 4-6

Basic Book-keeping

Personal Development

Go..... Make a Difference
Health & Safety Essentials

Further Enhancements

OCR examinations as appropriate

Guideline Learning Time

6 weeks full time or 180 hours flexi study



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