

# Advanced Office Skills Diploma



This diploma is fully customisable, allowing you to select seven courses that best suit your requirements to help you gain professional expertise in your chosen subjects.

**Gain practical, work-ready skills to help start your administration career.**

Employers are always on the lookout for people with practical, know-how who can add value to their business from day one. So if you want to work in an office environment or are coming back into the world of employment after a break, the Advanced Office Skills Diploma could be the ideal training for you.

## **Build a foundation for success with this tailor-made diploma**

This popular training programme allows you to take full control and choose the courses you want to study. Its flexibility means you can be learning a wide range of essential skills, such as Microsoft Office, Bookkeeping, Sage Accounts and Effective Business Communication. There are plenty of options available with over 200 courses to choose from, so you can tailor the diploma to suit you.

Want to know more about how to create your perfect training programme? Simply get in touch with a Course Advisor at your nearest centre, and they will work with you to select the courses that will give you the skills you need.

Gain a broad range of skills as well as the confidence in your abilities to put them straight into action in the workplace.

## **What will you get in return?**

A Pitman Training diploma is one of the most prestigious training programmes you can complete from one of the most highly regarded training organisations in the world. Businesses throughout the UK recognise the Pitman Training name as a sign that you have been trained to the very highest level.

With your Advanced Office Skills Diploma, you'll have world-class skills to get a job as a highly valued, well-paid office assistant.

## **AIMS AND OBJECTIVES**

Enhance or change your career for the better. Our Advanced Office Skills Diploma has been designed to give you flexibility to choose subjects that meet your needs and which will help you achieve your career ambitions.

## **PRE-REQUISITES**

There are no specific pre-requisites for this diploma.

## **CAREER PATH**

A great diploma that can help open the doors to a variety of careers thanks to its unique tailor-made set-up. You can work towards any number of office administration careers in roles such as Medical Secretary, Legal Secretary, PA, EA, or Office Manager. Alternatively, you can use the skills gained to kick-start a rewarding career in an accounting role with positions such as Bookkeeper, Accounts Assistant, or Finance Assistant.

## **CORE COURSES**

With our Advanced Office Skills Diploma, you choose any seven core courses from the list below. Please note alternative subjects may be chosen if more appropriate to your existing skills and career goals. Our Course Advisors can assist further with tailoring this diploma to your requirements.

### **Word**

Our Microsoft Word course is designed to provide you with the essential skills you will need to be proficient in

Word in a work environment in as short a time as possible.

### Word Expert

This training in Microsoft Word will propel your Word skills forward to an advanced level. Over several lessons, you'll become confident in a range of Word's more sophisticated features.

### Excel

Microsoft Excel is the world's most popular spreadsheet program. This course is suitable for beginner to intermediate level. Over ten self-paced lessons you'll learn how to format your spreadsheet to best display your information, handle simple and complex formulas, insert charts, learn how to insert functions, such as IFERROR, and much more.

### Excel Expert

Our Excel Expert level course will provide you with the knowledge and skills to use this popular spreadsheet programme to an advanced level. Over a series of self-paced lessons you'll learn how to perform tasks such as conditional formatting, recording and running macros, working with pivot tables, and using statistical functions.

### Outlook

Our Outlook course takes you through everything you'll need to use this popular email system as a work tool, from navigation and views through contacts and appointments, to tasks and folders.

### PowerPoint

Our PowerPoint training course will help you get to grips with this comprehensive presentation software. Armed with the skills covered in the course, you'll soon be delivering professional presentations to colleagues, clients, and partners.

### Bookkeeping Transactions and Controls - Part 1

People with strong bookkeeping skills are always in demand. This course is designed to give you an advantage over others with less experience, teaching you doubleentry bookkeeping.

### Sage 50 Accounts

Sage 50 Accounts will equip you with the skills you need to get a good job in an accounts department or to work for yourself by offering accounting administration services to local firms.

To discuss your current skills and aspirations call now:

**+0333 200 1310**

or visit:

[www.pitman-training.com](http://www.pitman-training.com)

### Effective Business Communication

This excellent course will raise your game when it comes to business communication skills, which are top of the list of qualities demanded by employers.

### Typaz

In just 25 hours, typing speeds of 20-40+ words per minute are perfectly achievable, even if you have little prior experience. You'll also receive guidance on ergonomics, technique, and accuracy.

### Typaz Speed

If you want to build speed and accuracy, then consider our Typaz Speed touch-typing course, which will help you achieve speeds of 40-60 words per minute.

*(Alternative subjects may be chosen if more suitable to your existing skills and career.)*



**CPD Points: 150**

*(Awarded CPD points upon successful completion).*



**Guideline Learning Time**

**150 hours flexi study**

*(Full-time based on approx 20-30 hours a week)*