

Admin Assistant Diploma

Designed for: Those who wish to change career and work in an office environment

Objectives: To provide you with the essential skills to work in an office

Course Content

Core Subjects

- **Computer keyboard skills or typaz**– Learn how to touch type accurately, using the correct keyboard technique
- **Business Document Production** – Develop skills and understanding of routine and complex business documents.
- **Communication at Work** - Learn to communicate effectively in business
- **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.
- **Microsoft Access** - Develop database skills from initial design stage to running reports and queries.

Recommended Electives – choose ONE:

- Keyboard Speed Development
- Receptionist – seminar (additional fee payable)
- Telephone Techniques – seminar (additional fee payable)
- Go.. Get that Job!
- Health and Safety Essentials

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

Benefits

- Equip you to start a new career.
- The flexibility and value of a self-study course designed to enable you to work at your own pace.
- Personalised workbooks to use as a reference guide on completion of your training.
- The opportunity to gain a Pitman Training Diploma that is recognised nationally and internationally by employers.

Guideline Learning Time: 5 weeks full-time* (150 hours flexi study)

**based on 20-30 hours a week*