

## Executive PA Diploma

**Designed for:** Individuals who wish to gain comprehensive secretarial, business and computer skills in preparation for a career as a Personal Assistant at high-level management.

**Objectives:** To provide you with both excellent IT and business skills to support senior executives.

### Course Content

#### Core Subjects

- **Computer Keyboard Skills** – Learn how to touch type accurately, using the correct keyboard technique.
- **Keyboard Speed Development** – Develop your typing speed to improve productivity using graded copying exercises and timed dictations. A number of stages are available up to 70 wpm.
- **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 Word** – Learn word processing skills to a good business standard.
- **Microsoft Word Expert** – Learn advanced word processing skills including mail merge, graphs, macros, creating an index, table of contents and more.
- **Microsoft Outlook** – Learn how to share, manage and schedule information electronically.
- **Audio Transcription** – Learn audio typing techniques to produce documents to a high degree of accuracy and skill.
- **Microsoft Excel** – Learn spreadsheet skills to a good business standard.
- **Microsoft Excel Expert** – Learn advanced spreadsheet skills, covering areas such as importing and exporting data, creating and using templates, linking workbooks, data management, using analysis tools and pivot tables.
- **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 Access** – Develop database skills from initial design stage to running reports and queries.
- **Go – Make a Difference!** – Learn to make a difference, professionally and personally, through self-development.

#### Optional:

- **Teeline or Pitman 2000 shorthand** – Learn the complete theory of either shorthand system. This will enable you to take notes at speeds up to 70 wpm.

#### Recommended Electives – choose FOUR:

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|--------------------------------------|----------------------------------------------------|
| • Introduction to Computers          | • Legal Secretarial – An Introduction              |
| • Create, Manage and Integrate Files | • Get into Marketing                               |
| • Internet Skills                    | • Get into PR                                      |
| • Shorthand Speed Development        | • Get into HR                                      |
| • Microsoft Publisher                | • Get into Journalism                              |
| • Basic Book-keeping                 | • Meetings & Minutes seminar                       |
| • Dreamweaver (Web Design)           | • Executive PA seminar                             |
| • Office 2007 Fast (Modules 1-3)     | • Health and Safety Essentials                     |
| • Office 2007 Fast (Modules 4-6)     | • OCR examinations (at participating centres only) |

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

#### Benefits

- 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: 12 weeks full-time\* (320 hours flexi study)**

**10 weeks full-time\* (260 hours flexi study)**

*\* based on 20-30 hours a week*