

## Returners to Work Diploma

**Designed for:** Those who wish to enhance their office skills after a career break to return to work.

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

### 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.**

### 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: 6 weeks full-time\* (170 hours flexi study)**

\*based on 20-30 hours a week