



Boost your career prospects with a Pitman Training

# Business IT Diploma With HR

**Designed for:** People looking for a nationally recognised qualification to prove their competence in Human Resources and Microsoft Office skills.

**Objectives:** To introduce students aiming to start a career in Personnel to the essential skills they'll need for career success.

## Core Subjects:

Get Into Personnel  
Manual Payroll  
Sage Payroll  
Computer Keyboard Skills OR  
Keyboard Speed Development  
Effective Business Communication  
Word Proficient  
Word Expert  
Excel Proficient OR Expert  
PowerPoint  
Access  
Outlook

Monthly Instalment  
Payment Plans May  
Be Available  
For This Programme.

## Guideline Learning Time:

You can complete this programme in as little as 8 weeks or take up to 1 year, full-time, part-time, evenings or Saturdays.

*As all our diploma programmes offer a high degree of tailorability, prices and duration are calculated for the specific needs of each student, based on exemptions for their existing skills and their choices of electives.*



For more information or to arrange an appointment with a Course Advisor, please call **020 7025 4700 for High Holborn,** **020 7792 5214 for Notting Hill** or visit [www.holborntesting.co.uk](http://www.holborntesting.co.uk)