



A Programme For All Round Professional Excellence

Executive Plus Diploma Programme

Designed for: People wishing to become multi-skilled in all aspects of office work at the highest level.

Objectives: To teach administrative, financial and soft skills to ambitious people.

Core Subjects:

Computer Keyboard Skills
Keyboard Speed Development
Audio Typing 1
Numeric Data Entry
Effective Business Communication
Go Make A Difference
Word Proficient & Expert
Excel Proficient & Expert
Outlook
PowerPoint

Access
Publisher Introduction To html
Dreamweaver
Basic Bookkeeping
Purchase Ledger
Sales Ledger
Final Accounts 1 & 2
Manual Payroll
Sage Line 50
Sage Payroll

Recommended Electives – Choose 4:

Shorthand, MS Office 2007, Audio
Typing 2, Legal Or Medical
Modules

Guideline Learning Time:

You can complete this
programme in up to 2 years,
full-time, part-time, evenings or
Saturdays.



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