



Boost your career prospects with a Pitman Training

Business IT Diploma Programme

Designed for: People looking for a nationally recognised qualification to prove their competence with Microsoft Office and other business skills.

Objectives: To provide flexible learning opportunities for people needing to develop practical office skills to a high level.

Core Subjects:

Computer Keyboard Skills or
Keyboard Speed Development
Effective Business Communication
Word Intermediate or Advanced
Excel Intermediate or Advanced
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 3 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