



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 Beginners To Intermediate
Word 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 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