



Boost your career prospects with a Pitman Training

Secretarial Diploma Programme

Designed for: People who want to quickly develop all the office and personal skills essential to success in a secretarial career.

Objectives: To provide you with all the essential skills necessary to enable you to win that secretarial position!

Core Subjects:

Computer Keyboard Skills
Keyboard Speed Development
Audio Transcription 1
Effective Business Communication
Microsoft Word Beginners/Intermediate
Microsoft Excel Intermediate
Microsoft Outlook
Microsoft PowerPoint

Recommended Electives - Choose Two:

Word or Excel Advanced
Executive PA Seminar
Meetings & Minutes Seminar
MS Office 2007

Guideline Learning Time:

You can complete this programme in as little as 12 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** or visit www.holborntesting.co.uk