

Executive Plus Diploma

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with a Pitman Training

# Executive Plus Diploma



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## Executive Plus Diploma

**Designed for:** Individuals who wish to gain advanced secretarial, IT and business skills to give you the extra advantage in preparation for a career as a Senior Executive Assistant. To enable you to provide an efficient and fully professional service to chief executives and other senior management.

**Objectives:** To provide you with essential skills to enable you to excel in the above role, using not only the traditional secretarial skills, including shorthand and typing, but also learning the latest Microsoft Office applications and undertaking specific professional training.

### Course Content

#### Core Subjects

**Computer Keyboard Skills** – Learn how to touch type accurately, using the correct keyboard technique.

**Keyboard Speed Development** – Develop your typing speed to improve productivity, a number of stages up to 70 wpm.

**Effective Business Communication** – Learn to communicate effectively in business.

OR:

**Business Document Production** – Develop skills and understanding of routine and complex business documents.

**Audio Transcription** – Learn audio typing techniques to produce documents to a high degree of accuracy and skill.

**Microsoft Word** – Learn word processing skills to a good business standard.

**Microsoft Word Expert** – Advanced word processing skills including mail merge, graphs, macros, creating an index and more.

**Microsoft Excel** – Learn spreadsheet skills to a good business standard.

**Microsoft Excel Expert** – Learn advanced spreadsheet skills - import and export data, create and use templates and more.

**Microsoft Outlook** – Learn how to share, manage and schedule information electronically.

**Microsoft PowerPoint** – Slide presentations - inserting tables, pictures, sound, hyperlinks, applying transition and timing effects.

**Microsoft Access** – Develop database skills from initial design stage to running reports and queries.

**Microsoft Publisher** – Learn desktop publishing skills to create various publications, inserting text, pictures and tables.

**Basic Book-keeping** – Gain a clear understanding of the basic principles of book-keeping.

**Purchase Ledger** – Become proficient at maintaining a manual purchase ledger.

**Sales Ledger** – Become proficient at maintaining a manual sales ledger.

**Final Accounts I** – Double-entry book-keeping to maintain a nominal ledger and extract a preliminary trial balance.

**Final Accounts II** – Extend the trial balance for the final accounts of a business (profit and loss accounts and balance sheet).

**Manual PAYE** – Calculate wages and salaries using Inland Revenue tables, complete Inland Revenue forms.

**Sage Line 50** – Convert your manual book-keeping skills to computerised accounts using the most popular software.

**Sage Payroll** – Convert your manual payroll skills to computerised skills using this most popular programme.

**Numeric Data Entry** – Learn efficient use of the numeric keyboard.

**Dreamweaver** – Learn to create a website using the most popular industry standard web design programme.

**Introduction to HTML** – Learn to create a website using Hypertext Mark-up Language (HTML).

**Go – Make a Difference!** – Learn to make a difference, both professionally and personally, through self-development.

#### Optional:

**Teeline or Pitman 2000 shorthand** – Learn the complete theory of either shorthand system. This will enable you to take notes at speeds of up to 70 wpm.

#### Recommended Electives – choose FOUR:

Introduction to Computers

Internet Skills

Meetings and Minutes seminar

Executive PA Seminar

Shorthand Speed Development

Book-keeping Level 2 – A Study Guide

Office 2007 Fast (Modules 1-3)

Office 2007 Fast (Modules 4-6)

Legal Secretarial – An Introduction

Medical Secretarial – An Introduction

Get into Marketing

Get into PR

Get into HR

Get into Journalism

Health and Safety Essentials

OCR Examinations as appropriate (at participating centres only).

These are recommended electives for this Diploma. Alternative subjects may be chosen, Please discuss the options with your Course Advisor. [Further Enhancements:](#) IAB examinations.

### Benefits

The flexibility and value of a self-study course designed to enable you to work at your own pace.

Personalised workbooks to use as a reference guide on completion of your training.

The opportunity to gain a Pitman Training Diploma that is recognised nationally and internationally by employers.

**Guideline Learning Time:** 18 weeks full-time\* (520 hours flexi study)  
15 weeks full-time\* (460 hours flexi study)  
\* based on 20-30 hours a week

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Contact: Jill Stevens  
Pitman Training Centre Newcastle  
0191 241 1122  
jill.stevens@pitman-training.net  
www.pitman-training.com/newcastle



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