

Course Range

Your local training provider



Office, IT, business and personal development courses

There's only one way to get on in life - learn some skills.

And there's only one person who can set the ball rolling - you.

Now all you need is someone to help you through our easy, enjoyable and stress-free learning experience.

WELCOME TO PITMAN TRAINING

No-one has helped more people gain valuable business skills. That unbeatable experience is your guarantee of success. A step-by-step approach and the best teaching methods and course materials available mean you can learn at your own pace.

Alternative training options are available, including both instructor-led and online training and the Pitman Training Tutors are always on hand to guide you. It's a unique training mix that works like magic!

On successful completion of your course you receive an official Pitman Training Certificate - one of the business world's most recognised credentials and your passport to career success.

**So what are you waiting for? Don't let the opportunity pass you by.
Talk to your local Pitman Training Centre today to discover how we can help you to help yourself.**

WORD PROCESSING

Mail Merge using Word 2000
Mail Merge using Word 2003
Text Processing Level 2
Word 2000 Proficient
Word 2000 Expert
Word 2002 Core
Word 2003
Word 2003 Expert

SPREADSHEETS

Excel 2000 Proficient
Excel 2000 Expert
Excel 2002 Core
Excel 2003
Excel 2003 Expert

DATABASES

Access 2000 Proficient
Access 2003

PRESENTATIONS AND DESIGN

Dreamweaver Introduction
Dreamweaver Advanced
FrontPage 2000
Introduction to HTML
Introduction to PhotoShop
PowerPoint 2000
PowerPoint 2002
PowerPoint 2003
Publisher 2000

COMPUTING

Create, Manage and Integrate Files
ECDL
Internet Skills
Outlook 2000
Outlook 2003
PC Basics
Windows 98
Windows ME
Windows XP

IT TECHNICAL

A+
CISCO (CCNA)
MCP
MCSA
MCSE
N+
S+

BOOK-KEEPING AND ACCOUNTS

Basic Book-keeping
Final Accounts I
Final Accounts II
Manual PAYE
Purchase Ledger
Sales Ledger
Sage Line 50
Sage Payroll

TYPING

Audio Transcription Level 1
Audio Transcription Level 2
Computer Keyboarding Skills
Faster Keyboarding 1
Faster Keyboarding 2
Keyboarding Speed Development
Medical Audio Transcription
Numeric Data Entry

SHORTHAND

Pitman 2000 Shorthand
Pitman 2000 Refresher
Pitman New Era Refresher
Teeline Shorthand
Teeline Refresher

VOCATIONAL

Effective Business Communication
Get into...Journalism
Get into...Marketing
Get into...Personnel
Get into...PR
Legal Secretary - Civil Litigation
Legal Secretary - Company Law
Legal Secretary - Conveyancing
Legal Secretary - Criminal Law
Legal Secretary - Family Law
Legal Secretary - Introductory
Legal Secretary - Wills and Probate
Medical Secretary - An Introduction

BUSINESS SKILLS & IT SEMINARS

Applying for Jobs
Appraisal Skills
Better Business Letters
Business Writing Skills
Customer Care
Meetings and Minutes
Presentation Skills
Successful Job Interviews
Supervisory Skills
Telephone Techniques
The Professional Receptionist
The Executive Secretary/PA
Time Management
Working with Assertiveness
Working with Stress
Microsoft Office Skills
- Introductory
- Intermediate
- Advanced

DIPLOMA COURSES

Accounting Technician Diploma
Business Skills Diploma
Business Skills Diploma with Marketing & PR
Business Skills Diploma with Personnel & HR
Business Skills Diploma with Web Design
Business Start-up Diploma
Executive PA Diploma
Fast Track Microsoft Skills Diploma
Foundation in Finance Diploma
Introduction to Journalism Diploma
Legal Secretarial Diploma
Medical Secretarial Diploma
Microsoft Office Plus Diploma
Secretarial Diploma
Diploma for International Students

All courses are available at participating Pitman Training Centres. Further options and OCR qualifications can be discussed with your local Course Advisor.

Call FREE
now to speak to a Course Advisor

*“The audio tuition and course books are excellent...
a great way of getting to grips with web design.”*

Steve Gravett, Web Designer, Chelmsford

*“Just one week after finishing my diploma I found a job
with a prestigious law firm, thanks to my training.”*

Louise McKenna, Legal Secretary, Bristol

*“The staff were all friendly, helpful and extremely polite.
I would thoroughly recommend them.”*

Lucinda Bartram, Book-keeper, Gravesend

Accelerated Learning Faster Results



Pitman Training Group

Local Centre UK & International:
0800 220454

Local Centre Republic of Ireland:
1800 532632

www.pitman-training.com