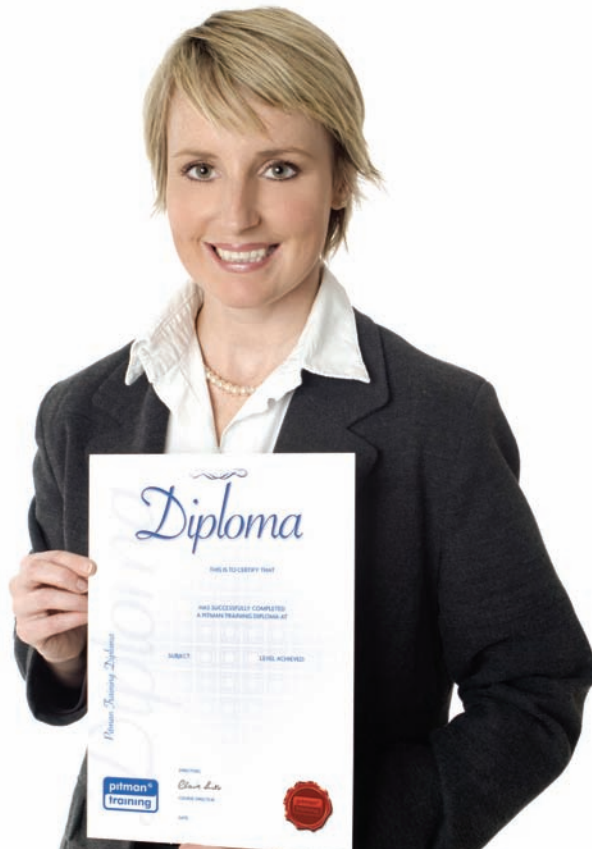


Realise your career potential with a

Pitman Training Diploma



Welcome to Pitman Training

No-one has helped more people gain valuable business skills than Pitman Training. We have been helping people achieve their career ambitions for over 170 years. Our reputation and proven track-record is your guarantee of success. There are no age barriers to learning new skills. Our range of courses and flexible approach means anyone who wants to learn can.

Our Diploma courses are designed to give you an in-depth knowledge of all core subjects you need to succeed in your chosen career.

- Our tried and trusted teaching methods are the best available and are designed for speedy results.
- You work at your own pace in our comfortable Pitman Training Centres, helped by experienced tutors as required. The atmosphere is relaxed and non-competitive.
- You choose your own hours, working when it suits you – and keep the excellent reference books and training manuals when the course is over.
- On successful completion of your final tests, you will receive a Pitman Training Diploma that is recognised nationally and internationally by employers – your passport to a better career.
- There are no hidden costs. The Diploma package includes certification fees and all training.

Believe in yourself and invest in your future.



Executive Plus Diploma

(with or without shorthand)

This is a comprehensive Diploma, designed for those who wish to gain an in-depth knowledge of all areas of business along with the skills to achieve the top Executive Personal Assistant roles.

Diploma Content

- Learn to touch type and develop your speed
- Communicate effectively both face-to-face and in written format for business
- Develop skills to produce routine and complex business documents
- Develop audio transcription skills
- Develop word processing and spreadsheet skills to an advanced level
- Create professional presentations and desktop publishing
- Learn how to share, manage and schedule information electronically
- Learn how a difference can be made both professionally and personally through self-development
- Develop database skills
- Learn how to manage financial accounts and payroll
- Learn how to create a website
- An opportunity to learn the complete theory of shorthand
- A choice of four electives from our course portfolio
- On successful completion of this Diploma you will have the opportunity to achieve further recognised qualifications

Guideline Learning Time

18 weeks' full-time or 520 hours' flexi study (with shorthand)

15 weeks' full-time or 460 hours' flexi study

(without shorthand)

(full-time is based on approx 20-30 hours a week)

"I'm so pleased I decided to take the time to get all the skills I needed for my dream job! I'm now working for a Chief Executive of a national banking institution in the City. The Executive Plus Diploma gave me the skills to get me the interview and my increased confidence, by doing the course, got me the job."

Executive PA Diploma

(with or without shorthand)

Designed for those who wish to gain comprehensive secretarial, business and computer skills in preparation for a career as a Personal Assistant at high level management.

Diploma Content

- Learn to touch type and develop your speed
- Communicate effectively both face-to-face and in written format for business
- Develop skills to produce routine and complex business documents
- Develop audio transcription skills
- Develop word processing and spreadsheet skills to an advanced level
- Create professional presentations
- Develop database skills
- Learn how to share, manage and schedule information electronically
- Learn how a difference can be made both professionally and personally through self-development
- An opportunity to learn the complete theory of shorthand
- A choice of four electives from our course portfolio
- On successful completion of this Diploma you will have the opportunity to achieve further recognised qualifications

Guideline Learning Time

12 weeks' full-time or 320 hours' flexi study (with shorthand)

10 weeks' full-time or 260 hours' flexi study

(without shorthand)

(full-time is based on approx 20-30 hours a week)

"My Diploma has given me a very strong foothold in my career and it has helped me progress from a secretarial to a PA position in my current employment. It has enabled me to have a career in my chosen field, especially one where vacancies are scarce and it has highlighted opportunities for me which, without the training, would definitely not have been there."

Medical Secretarial Diploma

Designed for those who wish to gain essential office and computer skills in order to pursue a career in the medical field.

Diploma Content

- Develop medical secretarial skills to include terminology covering a whole range of medical specialisms
- Develop audio transcription skills, progressing to medical audio
- Communicate effectively both face-to-face and in written format for business
- Learn to touch type and develop your speed
- Develop skills to produce routine and complex business documents
- Learn word processing and spreadsheet skills to an intermediate level
- Create professional presentations
- Learn how to share, manage and schedule information electronically
- A choice of two electives from our course portfolio
- On successful completion of this Diploma you will have the opportunity to achieve further recognised qualifications

Guideline Learning Time

8 weeks' full-time or 220 hours' flexi study
(full-time is based on approx 20-30 hours a week)

"Choosing the Medical Secretarial Diploma was the bravest and best decision I have ever made. I am now employed as secretary to one of the Gastroenterologists at St Peter's Hospital."

Secretarial Diploma

Designed for those who wish to gain a range of essential computer and office skills to fast-track them into a secretarial role.

Diploma Content

- Learn to touch type and develop your speed
- Learn word processing and spreadsheet skills to a intermediate level
- Communicate effectively both face-to-face and in written format for business
- Develop skills to produce routine and complex business documents
- Create professional presentations
- Develop audio transcription skills
- Learn how to share, manage and schedule information electronically
- A choice of two electives from our course portfolio
- On successful completion of this Diploma you will have the opportunity to achieve further recognised qualifications

Guideline Learning Time

6 weeks' full-time or 180 hours' flexi study
(full-time is based on approx 20-30 hours a week)

"The skills I developed at Pitman Training really helped me get my secretarial job. I am now more confident in using Microsoft Office applications and can communicate effectively at all levels, which I never thought I would be able to do! It was definitely a worthwhile investment."

Legal Secretarial Diploma

Designed for those who wish to gain essential office and computer skills in order to become a legal secretary.

Diploma Content

- Gain an understanding of the principles involved in different areas of legal secretarial work
- Learn to touch type and develop your speed
- Develop audio transcription skills
- Learn word processing to an advanced level
- Learn spreadsheet skills to an intermediate level
- Learn how to share, manage and schedule information electronically
- Communicate effectively both face-to-face and in written format for business
- Develop skills to produce routine and complex business documents
- Create professional presentations
- Choose one elective from our course portfolio
- On successful completion of this Diploma you will have the opportunity to achieve further recognised qualifications

Guideline Learning Time

7 weeks' full-time or 200 hours' flexi study
(full-time is based on approx 20-30 hours a week)

"Just one week after finishing my Diploma I found a job with a prestigious law firm thanks to my training."

Receptionist Diploma

Designed for those who wish to gain essential office and computer skills in order to pursue a career as an effective receptionist.

Diploma Content

- Learn to touch type and develop your speed
- Communicate effectively both face-to-face and in written format
- Develop skills to produce routine and complex business documents
- Learn word processing skills to an intermediate level
- Learn how to share, manage and schedule information electronically
- Attend a one day seminar dedicated to the role of the receptionist
- Choose one elective from our course portfolio

Guideline Learning Time

4 weeks' full-time or 110 hours' flexi study
(full-time is based on approx 20-30 hours a week)

"I really like working with people in an office environment and with my previous experience of temporary receptionist jobs, I thought it might be a good career for me. Whilst I was completing my Receptionist Diploma, Pitman Training gave me the confidence to get the fantastic receptionist job I've always wanted!"

Contact your local Pitman Training Centre today:
0800 220 454 or visit www.pitman-training.com

Pitman Training Accounting Technician Diploma

Designed for those who wish to develop a comprehensive range of manual and computerised book-keeping and payroll skills together with spreadsheet knowledge.

Diploma Content

- Learn basic book-keeping skills and terminology
- Learn how to maintain a sales ledger
- Become proficient at maintaining a purchase ledger
- Understand how a manual PAYE system works and how to process wages
- Develop computerised payroll skills
- Learn how to write up final accounts (profit and loss account to balance sheet)
- Develop computerised accounts skills
- Learn spreadsheet skills to an advanced level
- Learn efficient use of the numeric keypad
- Choose one elective from our course portfolio
- On successful completion of this Diploma you will have the opportunity to achieve further recognised qualifications

Guideline Learning Time

6 weeks' full-time or 180 hours' flexi study
(full-time is based on approx 20-30 hours a week)

"Pitman Training has given me the professional advice and confidence I needed to develop my accounting knowledge - I now have the skills that are well sought after by employers."

Pitman Training Microsoft Office Plus Diploma

Designed for those who wish to validate their skills using the most popular Microsoft Office applications.

Diploma Content

- Learn word processing skills to an intermediate level using Microsoft Word
- Learn spreadsheet skills to an intermediate level using Microsoft Excel
- Create professional presentations using Microsoft PowerPoint
- Develop database skills using Microsoft Access
- Learn how to share, manage and schedule information electronically using Microsoft Outlook
- A choice of two electives from our course portfolio
- On successful completion of this Diploma you will have the opportunity to achieve Microsoft certification

Guideline Learning Time

5 weeks' full-time or 140 hours' flexi study
(full-time is based on approx 20-30 hours a week)

"I GOT THE JOB! At the interview, I didn't have to think about it, I knew I could do it, thanks to my Diploma."

Foundation in Finance Diploma

Designed for those who wish to develop essential manual and computerised book-keeping skills.

Diploma Content

- Learn basic book-keeping skills and terminology
- Learn how to maintain a sales ledger
- Become proficient at maintaining a purchase ledger
- Learn how to write up final accounts (profit and loss account to trial balance)
- Develop computerised accounts skills
- Learn spreadsheet skills to an intermediate level
- Learn efficient use of the numeric keypad
- Choose one elective from our course portfolio

Guideline Learning Time

4 weeks' full-time or 120 hours' flexi study
(full-time is based on approx 20-30 hours a week)

"I needed a flexible job when my children had gone to school but it had been a few years since I had worked. I brushed up my financial skills with Pitman Training and now I have a new part-time job as a book-keeper in a local company. I wouldn't have had the confidence to apply for this job before my training."

Fast-track Microsoft Skills Diploma

Designed for those who wish to enhance their computer skills for use in employment.

Diploma Content

- Learn word processing skills to an intermediate or advanced level using Microsoft Word
- Learn spreadsheet skills to an intermediate or advanced level using Microsoft Excel
- Create professional presentations using Microsoft PowerPoint
- Develop database skills using Microsoft Access
- Learn how to share, manage and schedule information electronically using Microsoft Outlook

Guideline Learning Time

4 weeks' full-time or 100 hours' flexi study
(full-time is based on approx 20-30 hours a week)

"When I started this course, I didn't know where to begin with Microsoft Office. This Diploma has given me the confidence I needed and now I sit down at a computer without a second thought, it is not a scary machine anymore!"

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0800 220 454 or visit www.pitman-training.com

Business IT Diploma with HR

Designed for those who wish to gain essential office and computer skills in preparation for a career in Human Resources.

Diploma Content

- Learn to touch type and develop your speed
- Communicate effectively both face-to-face and in written format for business
- Learn spreadsheet skills to an intermediate or advanced level
- Learn how to share, manage and schedule information electronically
- Create professional presentations
- Learn word processing skills to an advanced level
- **Develop database skills**
- Learn the main principles of HR
- Understand how a manual PAYE system works and learn how to process wages
- Develop computerised payroll skills

Guideline Learning Time

7 weeks' full-time or 200 hours' flexi study
(full-time is based on approx 20-30 hours a week)

"I thoroughly enjoyed my Diploma. My new skills enabled me to find a fantastic new job in HR, immediately after completing the Diploma course."

Business IT Diploma with Web Design

Designed for those who wish to gain essential office and computer skills in preparation for a career in web design.

Diploma Content

- Learn to touch type and develop your speed
- Communicate effectively both face-to-face and in written format for business
- Learn word processing skills to an intermediate or advanced level
- Learn spreadsheet skills to an intermediate or advanced level
- Learn how to share, manage and schedule information electronically
- Develop database skills
- Learn how to use HTML (Hyper Text Markup Language)
- Develop web design software skills to an advanced level
- Create professional presentations using PowerPoint or Photoshop

Guideline Learning Time

6 weeks' full-time or 180 hours' flexi study
(full-time is based on approx 20-30 hours a week)

"The tuition and course books are excellent, with in-depth explanations so everything is made simple for a beginner (like myself) to understand. Overall this course is excellent and a great way of getting to grips with web design easily!"

Business IT Diploma with Marketing and PR

Designed for those who wish to gain essential office and computer skills in preparation for a career in Marketing and PR.

Diploma Content

- Learn to touch type and develop your speed
- Communicate effectively both face-to-face and in written format for business
- Learn word processing skills to an advanced level
- Learn spreadsheet skills to an intermediate or advanced level
- Learn how to share, manage and schedule information electronically
- Create professional presentations
- Learn the main principles of Marketing and PR
- Learn desktop publishing skills
- Develop database skills

Guideline Learning Time

6 weeks' full-time or 180 hours' flexi study
(full-time is based on approx 20-30 hours a week)

"I have always wanted to get into Marketing so I joined Pitman Training and started this course. I thoroughly enjoyed learning and gained a greater confidence in my ability. Soon after I achieved my Diploma, I was offered a new job with my new skills."

Business IT Diploma

Designed for those who wish to gain essential office and computer skills.

Diploma Content

- Learn to touch type and develop your speed
- Communicate effectively both face-to-face and in written format for business
- Learn word processing skills to an intermediate or advanced level
- Learn spreadsheet skills to an intermediate or advanced level
- Learn how to share, manage and schedule information electronically
- Create professional presentations

Guideline Learning Time

4 weeks' full-time or 120 hours' flexi study
(full-time is based on approx 20-30 hours a week)

"I found the skills that I learnt in this Diploma invaluable. I achieved my Diploma quickly and I'm happy to say I have not been out of work since."

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0800 220 454 or visit www.pitman-training.com

Business Text Processing

Designed for those who wish to achieve the OCR (Oxford, Cambridge and Royal Society of Arts) Text Processing qualification.

Diploma Content

- Learn to touch type and develop your speed
- Create professional and complex business documents
- Learn word processing skills to an intermediate level
- Choose one or three elective(s) from our course portfolio (depending on the OCR qualification required)

Guideline Learning Time

4 weeks' full-time or 110 hours' flexi study

(OCR Diploma Level)

3 weeks' full-time or 80 hours' flexi study

(OCR Certificate Level)

(full-time is based on approx 20-30 hours a week)

"I wanted to add to my qualifications so that I could be better prepared for the world of work. Thanks to Pitman Training, I am, and I start my new job next week!"

Introduction to Office Skills Diploma

Designed for those who wish to develop essential computer and office skills. Students can choose any FOUR of the prescribed courses.

Diploma Content

- Learn to touch type and develop your speed
- Learn word processing skills to an advanced level
- Learn spreadsheet skills to an intermediate level
- Learn the basic principles of the Windows XP operating system
- Learn how to share, manage and schedule information electronically
- Learn health and safety essentials in the workplace
- Communicate effectively both face-to-face and in written format
- Learn basic book-keeping skills and terminology

Guideline Learning Time

3 weeks' full-time or 80 hours' flexi study

(full-time is based on approx 20-30 hours a week)

"This was a great all-round course for me; I needed to get an understanding of what office skills I would require for my first job. I now feel able to apply for jobs I didn't think I would be qualified for when I left college."

For further information about the Pitman Training Diploma Portfolio, call your local Pitman Training Centre on **0800 220 454** or visit **www.pitman-training.com**

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