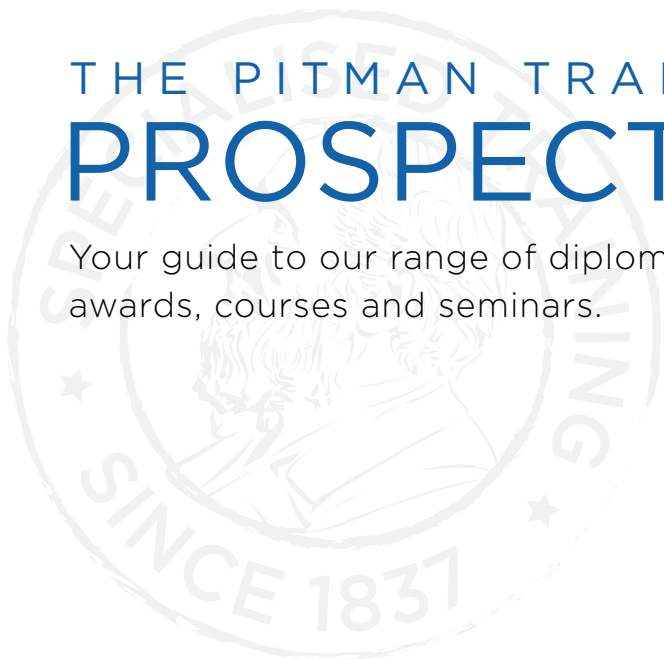


London EC2



# THE PITMAN TRAINING PROSPECTUS 2019

Your guide to our range of diplomas,  
awards, courses and seminars.



[www.pitmanlondon.co.uk](http://www.pitmanlondon.co.uk)



# A Brief History of Pitman Training

Pitman Training is a leading training provider offering specialist career focused training, upholding the heritage which was established in 1837, when Sir Isaac Pitman revolutionised office communications with the invention of shorthand.

Today, we still offer our globally recognised shorthand training, but as you'd expect, we've well and truly moved with the times. We provide the very latest in office software and IT training, as well as a comprehensive range of diplomas, awards and courses.

All of our courses are designed to help students get the job and skills they really want and are delivered using up to date effective technology for teaching, learning and assessments.

We've always enjoyed a reputation for excellence and this is as true today as it ever was. Pitman Training continues to be highly regarded by employers; so much so that companies across the UK have voted us to be a top Business Superbrand™ in the field of education, alongside the likes of Cambridge & Oxford universities.

The cornerstone of our offering is our diploma programme. This provides exceptional, cost effective and flexible Office, Management, Accounts, Media and IT training for thousands of people every year, across the world.

Every year, many thousands of former Pitman Training students succeed in getting the job they really want. Our quality training and industry standard certification helps people return to work, improve their careers and change lives.



Call now on: 020 7256 6668



## Career focused, flexible learning

Our consistent objective at Pitman Training is to offer professional, high-quality training that not only gives you the practical knowledge and skills you are looking for, but is also flexible and tailor-made to fit around the commitments and lifestyle demands of today's fast-paced world.

### Why Train?

We take great pride in seeing people achieve career satisfaction and success after completing a Pitman Training course. We train thousands of students each year and respect every learner as an individual with different motivations and reasons for training.

#### PERSONAL GOALS

Here are some of the reasons our learners choose to study with us:

- Updating their skills
- To gain industry standard qualifications
- To increase earning potential
- Retraining to change their careers
- Career progression
- Refreshing their skills to return to work following a career break
- To gain skills to help secure their first job

#### BUSINESS AIMS

We also provide a range of flexible learning options for businesses of all sizes. They approach us to help:

- Increase staff efficiency
- Maximise business productivity
- Enhance profit growth
- Attribute defined ROI to the training budget
- Maintain and grow staff loyalty
- Achieve Continuing Professional Development (CPD) targets for staff

### Our Training

We offer several different types of training, which vary in duration and training method:

- **Diplomas:** These programmes contain a collection of core and elective courses designed to match to specific career paths and provide the necessary workplace skills.
- **Awards:** A condensed version of the diplomas; our awards are constructed to help you gain skills required for specific careers.
- **Courses:** These are specialist subjects, focusing on one particular topic. Our courses are designed to help you learn a new skill or update existing knowledge.
- **Seminars:** Our seminar range is regularly updated and can also be tailored to specific business requirements, depending on the group size and location. The majority of our workshops are single day sessions.

### Continuing Professional Development

No matter how established you are in your career, learning should never stop. By undertaking professional CPD accredited training you're making a valuable investment that demonstrates the commitment and drive you have to succeed in your career.



Businesses that proactively operate CPD initiatives know the importance of refreshing the knowledge and skills held within their workforce. Offering continuing professional development opportunities not only increases productivity but it maintains staff motivation and loyalty. All of our training programmes have been accredited by the CPD Standards Office so on successful completion of your training you can obtain a certificate to verify the number of CPD points you gained.

### THE BENEFITS AT A GLANCE:

- Flexible training that fits around work and family commitments
- Practical, hands-on learning experience
- Increased job satisfaction and effectiveness = potential promotion and increased earning opportunities
- Blended learning solutions, including in-centre and online, to help you study on the move but with full in-centre support as and when you need it
- Industry standard certification and qualifications
- Training from a UK Business Superbrand™

Visit: [www.pitmanlondon.co.uk](http://www.pitmanlondon.co.uk)



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## Supported, Accessible Training... For You

**Our mission at Pitman Training is to do as much as we can to help you get ahead in your career.**

We offer everything from one or two day tutor-led workshops and short courses to exceptional, in-depth diplomas that can transform your career or workforce. When you come to learn with Pitman Training we want to ensure you have a cohesive learning experience that is fully supported by our dedicated in-centre teams.

We know that with over 200 courses and diplomas to choose from it could be overwhelming to find the right one for you. Our Course Advisors are available to help you from the very outset. When you first get in touch with our teams, they'll take the time to find out exactly what it is you're hoping to achieve and they will then guide you through the different options available to ensure you find the right course for your requirements.

Our dedicated team of Course Advisors will be on hand throughout. Not only will they help you find the right training programme, they will be there to get you started, they will check in regularly throughout the duration of your studies to make sure everything is progressing smoothly, and they will be available if you need any additional support or have questions during your studies.

### Give yourself a free Career MOT!

Typically, the key characteristics of your personality can go a long way in assisting you to develop strengths in your career. However, recognising and identifying these strengths in yourself can sometimes be tricky. Pitman Training has developed a psychometric profiling app, which can be used not only to identify what these strengths may be, but also help you to fine tune in other areas, based on your career aspirations. You can download the app or have a go online for FREE

**Visit: [PitmanCareerMOT.com](http://PitmanCareerMOT.com)**

### Download the FREE app!

Visit iTunes or Google Play on your iPhone or Android device and you can download our **Career MOT** mobile app.



### Advice Hub

Our website not only has details of our training and where our centres are located, we also have a wealth of career-focused advice, free resources, handy tips and essential information.

You'll be able to find out:

- How to get ahead in your career
- Best practice CV advice
- Tips on interview techniques
- Industry specific careers guidance

**Visit: [pitman-training.com/advice-hub](http://pitman-training.com/advice-hub)**





# Our full range of Diplomas, Awards, Courses & Seminars

## Office and Secretarial

### DIPLOMAS

Administrative Assistant Diploma	13
Executive PA Diploma	7
Legal Receptionist Diploma	9
Legal Secretary Diploma with CILEX Level 2 Qualification	8
Legal Secretary Diploma with Scots Law	8
Medical Admin Diploma with City & Guilds /AMSPAR Level 2 Qualification	11
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Medical Secretary Diploma with City & Guilds AMSPAR Level 2 Qualification	10
Office IT Diploma	15
Office Skills Diploma	15
Professional Executive PA Diploma	6
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### AWARDS

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### COURSES

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Meetings and Minutes Seminar	
Professional Receptionist Seminar	
Telephone Techniques Seminar	

## Sage, Accounting & Bookkeeping

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Principles, Standards and Conventions of Accounting	25
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## Microsoft Office

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Word Expert	29

### SEMINARS

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Microsoft Excel Seminar (Level 1, 2 & 3)	
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Microsoft Word Seminar (Level 1, 2 & 3)	

## Business & Management

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Handling Conflict and Confrontation	34
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Project Management Principles Seminar (Scotland)	
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## COURSES

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## Web Design & Photoshop

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# Office & Secretarial

Our range of secretarial courses will provide you with the skills needed to work as a secretary across multiple sectors, and provide accurate outputs with ease.



Pitman Training is instantly recognisable as the top training provider for anyone looking to gain reputable, top quality secretarial skills.

Secretarial courses have always been a core focus at Pitman Training and they remain so, and as technology has progressed, so too have our courses to enable more flexible ways of learning. Employers value the Pitman Training secretarial qualifications - we have many happy students now in employment who can tell you so.

Whatever industry you want to build a career in, secretarial skills will be a valuable asset. Whether you're looking for a career as an Executive Secretary, Personal Assistant (PA), Office Manager, or you'd just like to build your administration skills as you build up your business, secretarial skills are beneficial.

Secretarial positions are often a stepping stone to other roles within an organisation, so it's also worth considering this, when looking to develop your career ladder.

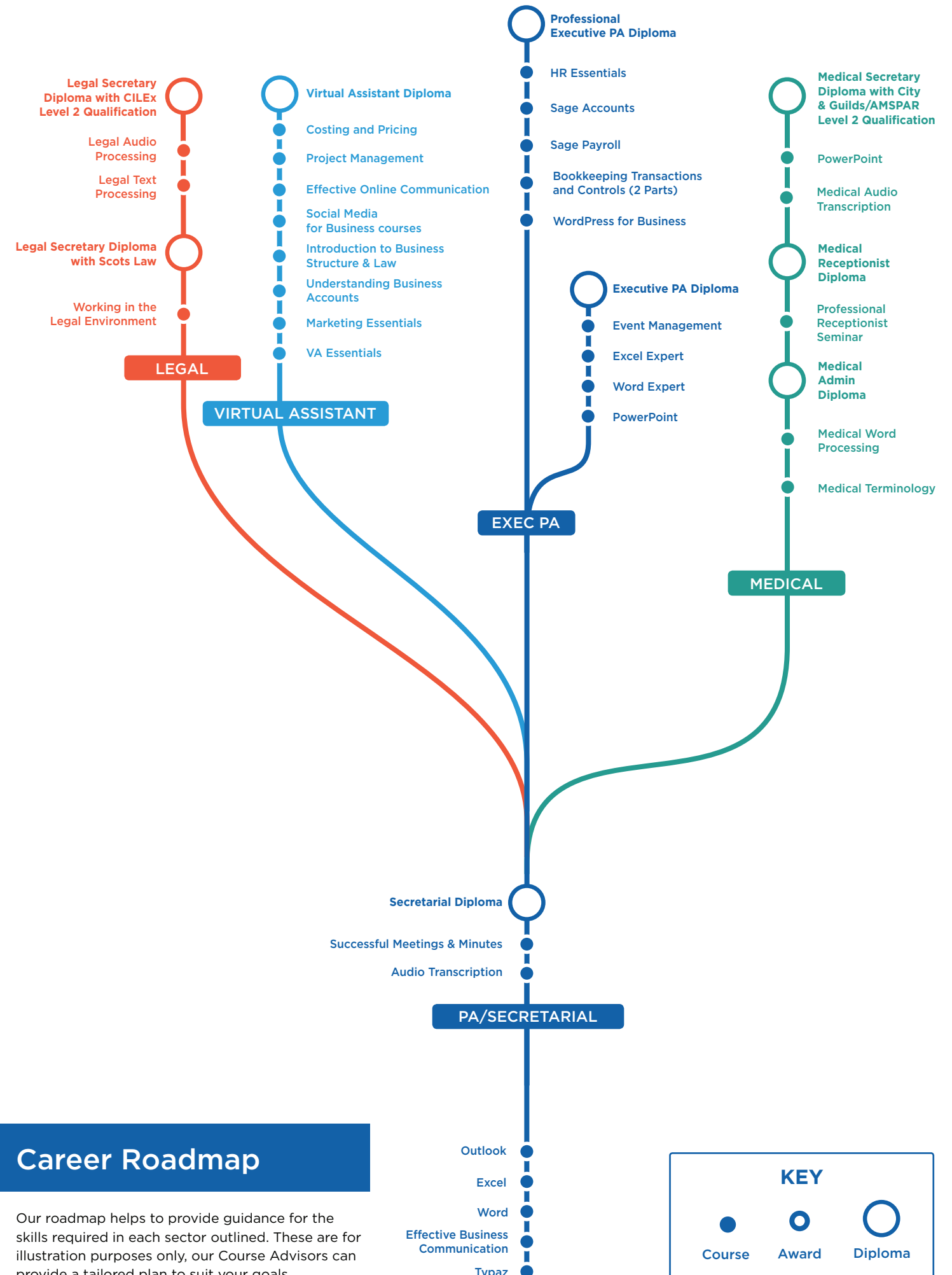
Secretarial and administrative skill requirements do change as technology and office environments progress, so it's important to keep abreast of best practice and latest development. Our courses are regularly updated to ensure you will be current and up-to-date with your knowledge. We offer our students the opportunity to gain practical, hands-on experience throughout their studies, to ensure they are armed with top-level secretarial and administration skills.

As well as studying in any of our Pitman Training centres, we also offer students the option to study our secretarial training courses online with our distance learning system, meaning you can fit studying around your current commitments. Flexibility is key to all our training.

Whether you are a new or experienced Secretary, professional development is key to enhancing your career. Our secretarial course range is sure to provide you with methods which will increase your productivity and overall output.

## Career Roadmap

Our roadmap helps to provide guidance for the skills required in each sector outlined. These are for illustration purposes only, our Course Advisors can provide a tailored plan to suit your goals.





# Professional Executive PA Diploma

Our PA training can open the door to a rewarding career as a Personal Assistant. From here you could progress to a more in-depth Executive Assistant (EA) role where you'll need more managerial-level expertise.

If you have your sights set on becoming the right-hand person to a senior director or boss of a top company, the Professional Executive PA Diploma is the right choice of training for you. You'll get all the essential skills required to be an indispensable PA or EA, delivering reports, figures and forecasts to enable decision-making at the highest level, quickly and accurately.

There is also an option to undertake some additional AAT training courses to gain a recognisable financial qualification. Quite simply this is the most comprehensive Executive PA training available.

- Flexible training which fits around your commitments
- Support on hand from our friendly Course Advisors
- Get the skills in-demand by employers

## CORE COURSES

- Typaz and Typaz Speed or Typaz Professional
- Effective Business Communication
- Word
- Word Expert
- Excel
- Excel Expert
- PowerPoint
- Outlook
- Audio Transcription or Marketing Essentials
- Successful Meetings and Minutes or Meetings and Minutes Seminar\*
- HR Essentials
- Time Management
- Social Media Strategy for Business
- Facebook for Business
- Twitter for Business
- LinkedIn for Business
- Managing Internal & External Workplace Communications
- Different Leadership Attributes & Skills

## ELECTIVE COURSES (choose four)

- Teeline Fast Shorthand
- Executive PA Seminar\*
- Payroll Principles
- Legal Text Processing
- Event Management Essentials
- Medical Terminology
- Marketing Essentials
- Speedwriting
- Shorthand Fast
- Sage Payroll
- Introduction to Business Structure and Law
- Health and Safety Essentials
- Numeric Data Entry
- Wordpress for Business
- Access

\*Speak to a Course Advisor for seminar availability at your local Pitman Training centre.

# Professional Executive PA with AAT Diploma

This diploma offers you the opportunity to gain a wide ranging skillset that could enable you to progress your PA career to a more senior level.

If you're looking to advance your career towards a Senior Personal Assistant or Executive Assistant role, this is a great training option.

This programme will not only help you gain all the essential skills required to be an indispensable PA or EA, you will also study core courses with a financial focus that will help you learn the ins and outs of how to manage and maintain a business's finances.

The additional accountancy and bookkeeping courses in this diploma mean you will could gain a prestigious AAT qualification if desired. Not only will this verify your accounting capabilities to employers, it could potentially lead to an expansion in your current role as you will then be able to work more closely with the businesses financial processes and reporting.

## CORE COURSES

- Typaz and Typaz Speed or Typaz Professional
- Effective Business Communication
- Word
- Word Expert
- Excel
- Excel Expert
- PowerPoint
- Outlook
- Audio Transcription or Marketing Essentials
- Bookkeeping Transactions and Controls (2 Parts)
- Sage 50 Accounts
- Elements of Costing
- Work Effectively in Finance
- Successful Meetings and Minutes or Meetings and Minutes Seminar\*
- HR Essentials
- Managing Internal & External Workplace Communications
- Different Leadership Attributes and Skills
- LinkedIn for Business
- Social Media Strategy for Business
- Facebook for Business
- Twitter for Business
- Time Management

## ELECTIVE COURSES (choose four)

- Teeline Fast Shorthand
- Executive PA Seminar\*
- Health and Safety Essentials
- Marketing Essentials
- Sage Payroll
- Payroll Principles
- Legal Text Processing
- Numeric Data Entry
- Shorthand Fast
- Event Management Essentials
- Introduction to Business Structure and Law
- Medical Terminology
- Wordpress for Business
- Access

\*Speak to a Course Advisor for seminar availability at your local Pitman Training centre.



### Guideline Learning Time

**380 hours flexi study or 15 weeks full-time**  
(Full-time based on approx 20-30 hours a week)  
CPD: **380 points** on successful completion



### Guideline Learning Time

**560 hours flexi study or 22 weeks full-time**  
(Full-time based on approx 20-30 hours a week)  
CPD: **560 points** on successful completion



# Executive PA Diploma

One of our stand-out diplomas offering world-class Executive PA training, this programme has been designed to give you the broad range of skills required to help you stand out and get the job.

If you thrive working under pressure, demonstrate exceptional organisation skills and possess keen attention to detail, the Executive PA Diploma is the ideal training option for you. You'll be able to take your existing personal skills and combine them with great practical business skills.



With your diploma you'll have everything you need to work in the highly demanding and challenging role of Executive PA or Executive Assistant, using the latest software to plan schedules, taking minutes and having a great insight into how an organisation runs at a senior level.

## CORE COURSES

- Typaz and Typaz Speed or Typaz Professional
- Effective Business Communication
- Word
- Word Expert
- Excel
- Excel Expert
- PowerPoint
- Outlook
- Audio Transcription or Marketing Essentials
- Event Management Essentials
- Successful Meetings and Minutes or Meeting and Minutes Seminar\*
- Time Management or Different Leadership Attributes and Skills
- Twitter for Business or Facebook for Business

## ELECTIVE COURSES (choose four)

- Teeline Fast Shorthand
- Marketing Essentials
- Medical Terminology
- Wordpress for Business
- Shorthand Fast
- Legal Text Processing
- Sage 50 Accounts
- Health and Safety Essentials
- Bookkeeping Transactions and Controls - Part 1
- HR Essentials
- Access
- Executive PA Seminar\*

\*Speak to a Course Advisor for seminar availability at your local Pitman Training centre.

### Guideline Learning Time

**320 hours flexi study or 13 weeks full-time**  
(Full-time based on approx 20-30 hours a week)  
CPD: **320 points** on successful completion



# Virtual Assistant (VA) Diploma

This diploma is for anyone wanting to work as a Virtual Assistant (VA). You will gain excellent skills to ensure you provide a good office support service, and also the skills required to be able to run and market your own business.

If you're looking to become a Virtual Assistant and offer a flexible office support service from the comfort of your own home office, this is absolutely the best diploma choice for you. This role can be really wide ranging and as you'll be working with a number of different clients no two days are the same.

A Virtual Assistant can often be a saviour to a sole trader or small business. When it's essential to keep overheads as low as possible, utilising the services of a Virtual Assistant is one of the most sensible business decisions they might make.

Working for yourself as a Virtual Assistant offers a unique and varied career opportunity. You'll be your own boss, so be able to set your working patterns as you wish. Many businesses don't need a full-time PA or Administrator so, rather than pay out a monthly salary, they will often utilise the services of a VA on an as and when basis and simply pay for what they need.

The areas you can offer to support a business with are varied. You might help them deal with their admin and general office workload, manage their social media accounts or maintain the company's financial records, it all depends on what their needs are.

## CORE COURSES

- VA Essentials
- Marketing Essentials
- Understanding Business Accounts
- Introduction to Business Structure and Law
- Project Management Fundamentals
- Effective Online Communication
- WordPress for Business
- Social Media courses
- Choose four from the following:
  - Blogging for Business
  - Facebook for Business
  - Google+ for Business
  - Instagram for Business
  - LinkedIn for Business
  - LinkedIn for Jobseekers
  - Pinterest for Business
  - Search Engine Optimisation (SEO) for Business
  - Social Media Strategy for Business
  - Twitter for Business
  - Video for Business

## ELECTIVE COURSES (choose two)

- Audio Transcription
- Bookkeeping Transactions and Controls - Part 1
- Bookkeeping Transactions and Controls - Part 2
- Time Management
- Successful Meetings and Minutes
- Speedwriting
- Excel
- Outlook
- Word

### Guideline Learning Time

**130 hours flexi study or 5 weeks full-time**  
(Full-time based on approx 20-30 hours a week)  
CPD: **130 points** on successful completion





## Legal Secretary Diploma with CILEx Level 2 Qualification

If you would like to work in a legal office as a Legal Secretary or Legal Admin Assistant, this diploma will give you a well-rounded skillset to confidently handle a specialist and varied workload.

You'll cover specialist Legal Secretary subjects including Working in a Legal Environment, where you'll learn the legislation, regulations and procedures that apply in a legal and business environment. You'll also learn a broad range of professional office skills such as Microsoft Word, Excel and Effective Business Communication.

Once you've successfully completed your training and received your Pitman Training diploma, you'll be in the perfect position to go on and gain a Level 2 CILEx Legal Secretary Qualification\*.

On top of the broad office skills that you'll learn with this diploma, you'll gain knowledge of the workings of a legal office and so be able to confidently impress employers with your specialist training. You'll also be in the perfect position to undertake the CILEx Level 2 examination\* if required. (Subject to successfully achieving the relevant units).

\* Please note CILEx exams are optional. All exam fees for this qualification are charged separately.

### CORE COURSES

- Working in the Legal Environment
- Legal Text Processing
- Legal Audio Processing
- Typaz and Typaz Speed or Typaz Professional
- Effective Business Communication
- Word
- Word Expert
- Excel or Excel Expert
- Outlook
- Audio Transcription
- Successful Meetings and Minutes or Meetings and Minutes Seminar\*

### ELECTIVE COURSES (choose one)

- Speedwriting
- Access
- PowerPoint
- Health and Safety Essentials

\*Speak to a Course Advisor for seminar availability at your local Pitman Training centre.



#### Guideline Learning Time

**230 hours flexi study or 9 weeks full-time**  
(Full-time based on approx 20-30 hours a week)  
CPD: **230 points** on successful completion



## Legal Secretary Diploma - Scots Law

With this diploma you will get a versatile, professional set of skills that will enable you to pursue a career as a Legal Secretary or Legal Administrator within a legal office which practises Scots Law.

Scotland has its own unique legal system so it follows that anyone working within Scots Law requires dedicated and specific training.

This diploma has been formulated specifically to train those looking to work as a Legal Secretary in Scotland.

With this extensive diploma you will study ten core courses and then also choose one additional elective course of your own preference.

You'll also study key Microsoft Office programs such as Word, Excel and Outlook. There is the option with some of those courses to study them at an expert level if you already have some pre-existing working knowledge of the programs.

You'll then focus on the Legal Secretarial aspect of this diploma and study 'Legal Secretarial - Scots Law'; which introduces you to the key legal specialisms, processes, procedures, documentation and terminology and 'Working in the Legal Environment' which is a CILEx (the Chartered Institute of Legal Executives) course designed to develop more of an understanding of the workings and structure within legal offices.

### CORE COURSES

- Legal Secretary - Scots Law
- Working in the Legal Environment
- Typaz and Typaz Speed or Typaz Professional
- Audio Transcription or Marketing Essentials
- Effective Business Communication
- Word
- Word Expert
- Excel or Excel Expert
- Outlook
- Successful Meetings and Minutes or Meetings and Minutes Seminar\*

### ELECTIVE COURSES (choose one)

- PowerPoint
- Speedwriting
- Access
- Health & Safety Essentials

\*Speak to a Course Advisor for seminar availability at your local Pitman Training centre.

#### Guideline Learning Time

**190 hours flexi study or 8 weeks full-time**  
(Full-time based on approx 20-30 hours a week)  
CPD: **190 points** on successful completion



## Legal Receptionist Diploma

This diploma will help you gain the all-round skillset to enable you to confidently manage the front of house operation within any legal firm.

Not only is this training ideal for those new to the receptionist profession, it would also suit those who may already be working as a receptionist and would now like to specialise and become proficient working in a legal environment.



As a trained Legal Receptionist, you'll find the pace high and demanding in a top city centre law firm. In a smaller firm, you may find you are responsible for a wider variety of tasks and have a more involved approach to your clients.

With this diploma you'll gain and enhance practical administrative skills for working as a receptionist. Not only will you find out more about how a legal office operates, you'll also look at the fundamentals of working on reception, and also learn how to optimise the effect of your communication, both written and spoken.

### CORE COURSES

- Professional Receptionist Essentials or Professional Receptionist Seminar\*
- Working in the Legal Environment or Legal Secretarial - Scots Law
- Typaz or Typaz Speed
- Effective Business Communication
- Word
- Outlook

### ELECTIVE COURSES (choose one)

- Speedwriting
- Excel
- Audio Transcription
- Health & Safety Essentials

\*Speak to a Course Advisor for seminar availability at your local Pitman Training centre.

#### Guideline Learning Time

**115 hours flexi study or 5 weeks full-time**  
(Full-time based on approx 20-30 hours a week)  
CPD: **115 points** on successful completion



## Legal Secretary Award with Level 2 CILEx Qualification

A shorter version of the main diploma, this award will give you key Legal Secretary skills brought to you in conjunction with CILEx (the Chartered Institute of Legal Executives).

This award is ideal if you're new to the legal world and need to learn the jargon, processes and documentation connected with legal aspects of various law sectors. Furthermore, the courses have been written by CILEx and endorsed by Pitman Training, meaning once you've completed your studies, you're in the perfect position to go on and gain a renowned qualification from CILEx, the Level 2 Award in Legal Text Processing.

The legal sector is an exciting and varied world. With many different focuses, such as family law and criminal law. Gaining specialised and recognisable secretarial qualifications in this industry will set you head and shoulders above the rest.

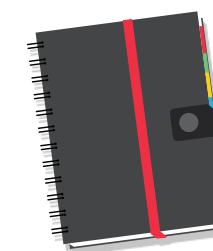
Our Legal Secretary Award brings you a fantastic opportunity to study the CILEx (Certified Institute of Legal Executives) Legal Text Processing course. In addition to this course, you'll also study Working in the Legal Environment and Legal Audio Processing. Giving you a complete skillset which can help get your Legal Secretary career underway.

With the freedom to study at a time and place that suits you best, there are many benefits to this fantastic Legal Secretarial Award:

- Excellent opportunity to go on and gain a CILEx Level 2 Award in Legal Text Processing
- Flexible training which fits around your commitments
- Support on hand from our friendly courses advisors
- Get the skills in demand by employers

### CORE COURSES

- Legal Text Processing
- Working in the Legal Environment or Legal Secretarial - Scots Law
- Legal Audio Processing



#### Guideline Learning Time

**60 hours flexi study or 2 weeks full-time**  
(Full-time based on approx 20-30 hours a week)  
CPD: **60 points** on successful completion







## Medical Secretary Diploma

with City & Guilds/AMSPAR Level 2 Qualification

This diploma will give you the skills employers are looking for and help gain a recognisable medical secretary qualification.

Nationally recognised skills for medical secretaries are generally considered to be advantageous when seeking employment in the healthcare sector. You can feel confident in the knowledge that our Medical Secretary Diploma has been given short course approval from the Association of Medical Secretaries, Practice Managers, Administrators and Receptionists (AMSPAR).

In fact, with highly regarded skills, there'll be nothing stopping you from getting a well paid, highly valued role as a Medical Secretary, Medical Administrator or Healthcare Assistant, or you could use it as an initial taster into the world of nursing.

On successful completion of your diploma, you'll also have the opportunity to achieve the City & Guilds Level 2\* Award in Medical Terminology qualification (additional home study is recommended).

\* Level 5 in Scotland.

The medical profession can be challenging where discretion, patience, sensitivity and an unwavering eye for detail are essential skills. Our Medical Secretary Diploma will teach you all the vital skills you need to act as a link between patient and doctor.

You'll learn how to integrate the theory of highly technical medical terminology, complete a complex array of administrative and technical tasks, in the most accurate and timely manner, including compiling confidential letters, typing reports for patient records, assisting with medical journals and keeping the office running efficiently.

### CORE COURSES

- Medical Audio Transcription
- Medical Terminology
- Medical Word Processing
- Typaz and Typaz Speed or Typaz Professional
- Audio Transcription
- PowerPoint
- Word or Word Expert
- Excel or Excel Expert
- Outlook
- Effective Business Communication

### ELECTIVE COURSES (choose one)

- Business Document Production
- Successful Meetings and Minutes
- Speedwriting
- Health and Safety Essentials
- Word Expert



### Guideline Learning Time

220 hours flexi study or 9 weeks full-time

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

CPD: 220 points on successful completion



(Alternative elective subjects may be chosen if more suitable to your existing skills and career.)



## Medical Admin Diploma

with City & Guilds/AMSPAR Level 2 Qualification

This diploma will arm you with the key skills required to work either as a Medical Receptionist or Medical Administrator. You also have the opportunity to gain a reputable industry qualification.

Designed for those wanting an administrative career in the medical industry. With this diploma you could work in a GP practice, hospital or other healthcare-based business with confidence.

Working in the medical sector is interesting, challenging and rewarding – you'll need to be super-efficient with top IT skills, but also possess discretion, patience and empathy.

The Medical Admin Diploma will teach you all the vital skills you need to be the welcoming and efficient face of a medical practice or department.

You'll learn medical terminology covering a range of specialisms and general medical practice. You'll combine this with the very best office admin skills, including learning the latest Microsoft Office IT software and effective communication skills.

You'll also have the option to choose from an elective choice of additional subjects including Successful Meetings and Minutes and Medical Audio Transcription.

The Medical Admin Diploma offers you all the skills and specialist knowledge you need to work in an office environment as a professional Medical Administrator.

What's more you'll have demonstrated to potential employers your dedication and determination to succeed in this crucial role.

### CORE COURSES

- Medical Terminology
- Medical Word Processing
- Typaz or Typaz Speed
- Effective Business Communication
- Word or Word Expert
- Excel or Excel Expert
- Outlook

### ELECTIVE COURSES (choose one)

- Audio Transcription
- Successful Meetings and Minutes
- Speedwriting
- Medical Audio Transcription
- Typaz Speed
- Health & Safety Essentials



### Guideline Learning Time

160 hours flexi study or 6 weeks full-time

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

CPD: 160 points on successful completion



(Alternative elective subjects may be chosen if more suitable to your existing skills and career.)





## Medical Receptionist Diploma

with City & Guilds/AMSPAR Level 2 Qualification

The Medical Receptionist Diploma offers all the skills you need to work in an office environment as a professional receptionist.

This means you can be confident in applying for a rewarding and interesting role as a Medical Receptionist. What's more, with this diploma, you'll have demonstrated to potential employers your dedication and determination to succeed in this crucial role.

Our Medical Receptionist Diploma offers the opportunity to gain high level professional skills that will help you gain work as a Receptionist or Administrator within a medical environment. You'll gain practical and professional administrative skills such as Microsoft Word, Outlook and business communications.

You'll also cover subjects specifically aimed for those working within a medical environment such as Medical Terminology and Medical Word Processing. Once you've completed your training you'll gain a recognisable Pitman Training diploma, and if desired, you can go on to undertake your City & Guilds/AMSPAR Level 2\* Award in Medical Terminology.

Pitman Training certifications are renowned worldwide and this diploma has the added benefit of being able to offer you the opportunity to gain a City & Guilds/AMSPAR Level 2\* Medical Terminology Qualification.

\* Level 5 in Scotland

### CORE COURSES

- Medical Terminology
- Medical Word Processing
- Typaz or Typaz Speed
- Effective Business Communication
- Word or Word Expert
- Outlook
- Professional Receptionist Essentials or Professional Receptionist Seminar\*

### ELECTIVE COURSES (choose one)

- Audio Transcription
- Speedwriting
- Excel
- Health and Safety Essentials
- Telephone Techniques Seminar\*

\*Speak to a Course Advisor for seminar availability at your local Pitman Training centre.



#### Guideline Learning Time

**140 hours flexi study or 6 weeks full-time**  
(Full-time based on approx 20-30 hours a week)  
CPD: 140 points on successful completion



## Medical Office Award

This award contains three courses focused on helping you gain reputable medical administrator know-how. You'll study Medical Word Processing, Medical Audio Transcription and Medical Terminology.

Our Medical Office Award is a course that gives you the grounding for entering the medical profession, providing you with the essential skills to work in a medical office.

Stop trying to make sense of medical jargon via all the text books you're ploughing through and let us help you. With training advisors on hand, as well as workbooks to use as reference, this is a great way to get under the skin of a quite complicated industry.

This course enables you to take things at your own pace, as we get to grips with medical jargon, terminology and documents. Working through the different modules you'll start to make sense of the terminology and understand how it's constructed, so you can hold your own at any interview and you've got a great grounding for your first job in this field.

This award programme provides you with the opportunity to build your confidence in the medical arena, and equips you with technical knowledge and essential office and computer skills that shows you are ready to work in an administrative role within this industry.

### CORE COURSES

- Medical Audio Transcription
- Medical Terminology
- Medical Word Processing



#### Guideline Learning Time

**55 hours flexi study or 2 weeks full-time**  
(Full-time based on approx 20-30 hours a week)  
CPD: 55 points on successful completion



## Administrative Assistant Diploma

Pitman specialises in offering world-class secretarial training, and this diploma will provide you with a high-level, well-rounded administrative skillset that will impress any potential employer.

This diploma gives you an excellent base of administration focused skills that you can easily transfer into the workplace. It has been designed to help those seeking a career as an Admin Assistant, Office Assistant, or Secretary for example. You'll gain the professional skills that employers seek out in their employees.

A good Admin Assistant provides a vital support function in any busy office. You'll need to master the art of working under your own initiative to tight deadlines, as well as responding to the demanding needs of more senior colleagues.

With our Administrative Assistant Diploma you'll get high quality office based training which not only gives you great IT skills, but will also teach you how to speak the language of business. In fact, with your completed diploma, you'll have an excellent foundation to get a job as a trusted Admin Assistant in any office.

Whether you're changing career or looking to get your first admin role, the Administrative Assistant Diploma is an ideal route to ensure you have the vital skills employers are looking for. You'll learn how to master in-demand software packages such as Microsoft Office, as well as excellent computer keyboard skills and how to create complex documentation.

### CORE COURSES

- Effective Business Communication
- Successful Meetings and Minutes or Meetings and Minutes Seminar\*
- Typaz or Typaz Speed
- Word or Word Expert
- Excel or Excel Expert
- PowerPoint or Access
- Outlook

### ELECTIVE COURSES (choose two)

- Bookkeeping Transactions and Controls - Part 1
- Speedwriting
- Professional Receptionist Essentials
- Professional Receptionist Seminar\*
- Telephone Techniques Seminar\*
- Typaz Speed

\*Speak to a Course Advisor for seminar availability at your local Pitman Training centre.

#### Guideline Learning Time

**150 hours flexi study or 6 weeks full-time**  
(Full-time based on approx 20-30 hours a week)  
CPD: 150 points on successful completion





## Secretarial Diploma

This diploma will give you a great grounding in essential secretarial skills. The training is hands-on and practical, so you can be confident of being able to apply your new skills straight-away in the workplace.

This diploma is ideal for those new to this profession or those who want to refresh their secretarial skills.

Gone are the days when being a Secretary meant simply taking care of the typing, filing and answering of phones. Today, a great Secretary is central to the smooth running of any business, ensuring day-to-day activities happen in the most efficient manner. With our Secretarial Diploma you'll learn the essential skills to be a highly regarded Secretary or Personal Assistant, working under pressure and prioritising workloads which allow executives and managers to work more effectively.

If you're keen to gain a job working as a Secretary or Administrator, you'll require excellent skills in IT, organisation, good composure, flexibility, plus strong interpersonal and communication abilities.

This diploma is designed to develop your keyboard speeds, teach you how to master the most common business software packages, and give you excellent communication techniques. You'll also be able to choose from a number of elective subjects to complement your diploma.

Overall, this diploma is an excellent course as the opportunities for a highly qualified Secretary are endless. The role of a Secretary is absolutely pivotal to any organisation's success, with the skills you learn being transferable across many different industries.

### CORE COURSES

- **Typaz** and **Typaz Speed** or **Typaz Professional**
- **Effective Business Communication**
- **Word** or **Word Expert**
- **Excel** or **Excel Expert**
- **PowerPoint**
- **Outlook**
- **Successful Meetings and Minutes** or **Meetings and Minutes Seminar\***
- **Audio Transcription** or **Marketing Essentials**

### ELECTIVE COURSES (choose two)

- **Speedwriting**
- **Access**
- **Word Expert**
- **Health and Safety Essentials**

*\*Speak to a Course Advisor for seminar availability at your local Pitman Training centre.*

## Receptionist Diploma

People can underestimate the skills required to work as a receptionist. Often juggling numerous tasks at once; maintaining calm and control at all times is essential. This diploma will give you the skills employers want!

As a Receptionist, you'll act as the face of your company. You'll be the first person that clients and customers meet, so the impression you make will speak volumes about the way your company does business. You'll learn great administration skills, excellent IT and keyboard skills and how to conduct yourself as a professional Receptionist. In fact, with your completed diploma, you'll be able to effortlessly manage the most demanding tasks - making you a highly valued member of any business.



A Receptionist in today's thriving business world is so much more than someone who answers the telephone. You'll be at the frontline of communications; ensuring information is provided in the right manner, as well as dealing with enquiries and requests from clients and colleagues even when you're busy with a range of tasks. The Receptionist Diploma will teach you superior keyboard skills, how to produce business documentation, great IT skills and how to communicate effectively.

### CORE COURSES

- **Professional Receptionist Essentials** or **Professional Receptionist Seminar\***
- **Effective Business Communication**
- **Typaz** or **Typaz Speed**
- **Outlook**
- **Word** or **Word Expert**
- **Twitter for Business** or **Facebook for Business**

### ELECTIVE COURSES (choose one)

- **Audio Transcription**
- **Speedwriting**
- **Telephone Techniques - Seminar\***
- **Excel**
- **PowerPoint**
- **Typaz Speed**

*\*Speak to a Course Advisor for seminar availability at your local Pitman Training centre.*

### Guideline Learning Time

**190 hours flexi study or 8 weeks full-time**  
(Full-time based on approx 20-30 hours a week)  
CPD: **190 points** on successful completion



### Guideline Learning Time

**110 hours flexi study or 4 weeks full-time**  
(Full-time based on approx 20-30 hours a week)  
CPD: **110 points** on successful completion



## Office IT Diploma

This diploma will help you gain a key skillset most office staff are required to possess. You'll study key Microsoft Office courses (**Word, Excel, Outlook and PowerPoint**), **Effective Business Communication and touch typing**.

This course is for those wanting to gain a solid grounding in core office administration skills. Excellent if you're looking for a career as a PA, Senior Administrator, EA or Office Manager for example.

To stand out in today's demanding business world, you'll need to demonstrate that your computer skills are superior to those around you. So, our Office IT Diploma is designed to equip you with the essential IT skills you'll need to be a highly valued member of any team. You'll learn how to master the most widely used computer software programs and gain excellent keyboard skills to ensure you can keep up with the fast pace of a thriving office environment.

Our Office IT Diploma will give you a great foundation to take your career in any direction. You'll be able to demonstrate that you have a sound understanding of the widely used Microsoft packages and that you can communicate effectively in a professional business environment.

The diploma will teach you excellent computer keyboard skills and speed development - ensuring you can type quickly and accurately using the correct technique. You'll also learn how to master Microsoft Word, Outlook, PowerPoint and Excel. In fact, with your completed diploma, you'll have invaluable skills which will help you get a rewarding job with good career prospects.

### CORE COURSES

- **Effective Business Communication**
- **Typaz** or **Typaz Speed**
- **Word** or **Word Expert**
- **Outlook**
- **Excel** or **Excel Expert**
- **PowerPoint**



### Guideline Learning Time

**125 hours flexi study or 5 weeks full-time**  
(Full-time based on approx 20-30 hours a week)  
CPD: **125 points** on successful completion



## Office Skills Diploma

This diploma is fully customisable, allowing you to select four courses that best suit your requirements to help you gain professional expertise in your chosen subjects.

Our Office Skills Diploma has been designed to give you flexibility to choose subjects that meet your needs and which will help you achieve your career ambitions.



This is a popular training programme as it allows you to take full control and choose the courses you want to study. Its flexibility means you could be learning a wide range of essential skills such as Microsoft Office, bookkeeping, Sage accounts and effective business communication for example.

There are plenty of options available with over 200 courses to choose from, so you can tailor the diploma to suit you. Gain a broad range of skills as well as confidence in your abilities, and to put them straight into action in the workplace.

### CORE COURSES

Students may choose four courses from this list. Other courses can be selected and your Course Advisor will guide you on which subjects would best suit your situation.

- **Typaz**
- **Typaz Speed**
- **Word**
- **Word Expert**
- **Excel**
- **Excel Expert**
- **Outlook**
- **PowerPoint**
- **Bookkeeping Transactions and Controls - Part 1**
- **Sage 50 Accounts**
- **Effective Business Communication**

### Guideline Learning Time

**90 hours flexi study or 4 weeks full-time**  
(Full-time based on approx 20-30 hours a week)  
CPD: **90 points** on successful completion







## Office & Secretarial courses

### Business Document Production

Text processing, whether it's part of secretarial training or another discipline, is an integral part of business document production. This course consists of four simple but comprehensive lessons ensuring you cover every aspect of the speciality.

### ECDL Online

This is the professionally-written route to gaining your ECDL (European Computer Driving Licence) qualifications - an ECDL course is split into modules to give you the options you need to suit your qualification requirements and future career plans. ECDL is aimed at those looking to gain a good basic understanding of computers and some of the most common software packages.

### Legal Secretary - Scots Law

This training course focuses specifically on Scots Law and is essential training for anyone keen to work as a Legal Secretary or Legal Administrator in Scotland.

### Legal Text Processing

The course utilises CILEx specialist course materials and will introduce you to the various forms of documentation, terminology and processes associated with six different legal specialisms including family law, criminal litigation and conveyancing.

### Medical Terminology

This course helps you get under the skin of commonly used medical terminology across a wide range of disciplines. You'll also have the opportunity to achieve the City & Guilds Level 2 Award in Medical Terminology qualification.

### Medical Word Processing

Medical offices require a lot of admin. Get to grips with the finer workings of Word and you can create professional looking documents and reports quickly and easily. Great for anyone wanting to work as a Medical Secretary, Ward Clerk, Medical Receptionist, Medical Summariser or Medical Admin Assistant and many more roles.

### Minute Taking Skills Online

Minute Taking Skills has been created to bring your minute taking and note taking skills into the 21st century, to ensure you're up to date with the latest technology and best practice guidelines.

### Professional Receptionist Essentials

This course covers the relevant skills that potential receptionists will need, and provides students with scenarios that they may find themselves in. Unlike many receptionist courses, this course focuses on the job, the lifestyle and other aspects that students can expect by becoming a receptionist. The online nature of the course gives students the freedom to study flexibly and at their own pace too.

### Shorthand Fast

If you have completed our Teeline Fast course and want to increase your speed, or are looking to hone your speed skills, then this course is for you.

### Shorthand Faster

This course is perfect for you if you can already write to a good speed, of around 80 wpm, but want to take your skill-level even further and learn to write at speeds of up to 120 wpm.

### Speedwriting

Our Speedwriting course is a new way to learn the BakerWrite™ Speedwriting system in just six hours. It will help you accurately record the spoken word, to speeds over 40 wpm.

### Successful Meetings and Minutes

Taking clear and accurate minutes is a core task for any office admin, secretarial or PA job. This course will teach you all of the skills and techniques you need to take the stress out of minute taking.

### Teeline Fast Shorthand

This course will take you from novice to a Pitman Teeline shorthand speed of 40 words per minute. Beginning with the basics we'll lead you gently into shorthand Teeline style step-by-step.

### Teeline Professional

A great shorthand course designed to teach you the Teeline shorthand system. Suitable for beginners, the ultimate aim of this course is to take you to a very respectful 80 wpm.

### VA Essentials

If you're thinking of becoming a Virtual Assistant, our VA Essentials course will help give you a rounded overview of what is involved in running your own business as a Virtual Assistant.

## Typing & Keyboard Skills

We offer a range of touch typing training courses suitable for all abilities. Courses include speed development, data entry and audio typing training.

To help you find the typing training course that will suit you best, we've listed them below in categories - beginner, intermediate, expert and specialist. So please take a look at Pitman Training's typing courses - or even better, give us a call to discuss your needs.

### Beginner

#### TYPAZ

In just 25 hours, speeds of 20-40+ words per minute are perfectly achievable, even if you have little prior experience. Comprising ten lessons, you'll also receive guidance on ergonomics, technique and accuracy.

### Intermediate

#### TYPAZ SPEED

If you want to build speed and accuracy then consider our Typaz Speed touch typing course. Lasting 15 hours, the course will take you to speeds of 40-60 words per minute.

#### KEYBOARD SPEED DEVELOPMENT

This typing course will improve typing speed and keep your accuracy up to scratch too - so you'll be more efficient and productive. This course is for anyone wishing to improve their typing speed and efficiency.

### Expert

#### TYPAZ PROFESSIONAL

For those needing high proficiency at touch typing and keyboard skills. The course lasts up to 40 hours and includes the alpha-numeric keys and high-end learning materials.

### Specialist

#### AUDIO TRANSCRIPTION LEVEL 1

You'll need some word processing skills to take full advantage of this 15-hour course. On completion you'll be able to transcribe business documents efficiently and have the skills to sit the OCR Text Processing Level 1 Audio Transcription (Basic) examination.

#### AUDIO TRANSCRIPTION LEVEL 2

If you wish to build your audio transcription skills, then consider this 14-hour course. It will take your skills to the level required to sit the OCR Text Processing Level 2 Audio Transcription (Intermediate) examination.

#### LEGAL AUDIO PROCESSING

This course utilises CILEx specialist course materials and looks at six different legal specialisms, including Family Law, Conveyancing and Criminal Litigation, enabling you to gain an understanding of the documentation that needs to be transcribed in each area.

#### MEDICAL AUDIO TRANSCRIPTION

This is a specialist 8-10 hour course for medical or aspiring medical secretaries. It will help you accurately transcribe documents containing medical terminology.

#### NUMERIC DATA ENTRY

This is a fast, specialist course of 2-3 hours that will teach you how to touch-type using the numeric keypad, essential if you regularly input figures into a computer as part of your role.



# Sage, Accounting & Bookkeeping

Our accountancy courses will provide you with the knowledge and understanding of finance and accounts which will help you start out in your accountancy career.

A career in accounts can be extremely rewarding. It could also offer you a very secure career, as organisations and businesses, whatever their sector, need to manage and maintain accurate financial records!

We have a range of finance and accountancy training courses available. From Understanding Business Accounts, Accounting Principles, Standards and Conventions, Costing and Pricing through to Bookkeeping, Sage Payroll and accounting training to name just a few.

We also offer our students the opportunity to gain a world renowned accounting qualification from AAT (The Association of Accounting Technicians).

So, if you're looking to become an Accounting Technician, we have our Foundation Diploma in Accounting with AAT that

covers everything from bookkeeping and Sage Accounts to Working Effectively in Finance, Microsoft Excel and more. This is just one example from our range of AAT diplomas that could then lead you to successfully gaining an Advanced Diploma in Accounting or the higher level, Professional Diploma in Accounting. You can rest assured that all of our diplomas provide you with the skills that will prove your competencies to potential employers.

Undertaking professional CPD accredited accounts training will significantly benefit your CV and employment prospects. Employers know that if you've completed specialised finance training you'll not only have a high level understanding but will also have the practical know-how required for these roles.

Whether you are looking to equip yourself with the accounting fundamentals, or want to challenge yourself by stepping into this field, or just want to be able to understand the financial reports better, our accountancy courses will provide you with skills you can use straight away!



**AAT (The Association of Accounting Technicians) is the most widely-renowned Professional Accounting body. We're extremely pleased to be able to offer our students a series of AAT endorsed diplomas and awards.**

This range of AAT endorsed diplomas and awards is suitable for SMEs and entrepreneurs – providing the skills and expertise to manage and balance financial records within a business. Similarly, if you are looking for a career within the field of accountancy or finance, the AAT qualifications are an invaluable addition to your CV, opening up doors to roles including: **Accounts Assistant, Bookkeeper, Finance Assistant, Accountant or Finance Consultant.** Having this hallmark on your CV will not only impress potential employers but also demonstrate you're armed with a professional, proven skillset.

## Career Roadmap

Our roadmap helps to provide guidance for the skills required in each sector outlined. These are for illustration purposes only, our Course Advisors can provide a tailored plan to suit your goals.





## Professional Diploma in Accounting with AAT

This is a higher level diploma designed to further your knowledge and experience of bookkeeping and accounting with the aim of gaining an AAT Level 4 Professional Diploma in Accounting qualification.

If you already hold the Level 3 Advanced Diploma in Accounting this is the natural next step to build and progress your accounting career in order to pursue more senior accountancy roles such as a VAT Accountant, Treasurer, Assistant Financial Accountant, Senior Finance Officer, Payroll Manager and more.

This diploma is for anyone dedicated to the progression of their finance and accountancy career through the attainment of professional qualifications. Study of the Level 4 Professional Diploma in Accounting\* will enable you to progress your career to more senior management accountancy roles.

Achieving this qualification and gaining proven work experience in line with set AAT requirements will mean you can apply for full AAT membership and achieve professional MAAT status. In order to commence your Level 4 training you will be required to have gained the AAT Advanced Diploma in Accounting (Level 3). Throughout the duration of your studies you'll have access to MyAAT.

\* Level 4 is the equivalent to Level 8 in Scotland.

### CORE COURSES

- Management Accounting: Budgeting
- Management Accounting: Decision and Control
- Financial Statements of Limited Companies
- Accounting Systems and Controls

### ELECTIVE COURSES (choose two)

- Business Tax
- Personal Tax
- External Auditing
- Cash and Treasury Management
- Credit Management



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#### Guideline Learning Time

420 hours flexi study or 17 weeks full-time  
(Full-time based on approx 20-30 hours a week)

The AAT recommends a total study time of 560 hours  
To take advantage of the full range of accompanying learning resources, we recommend a study timeline of 12 months.

CPD: 420 points on successful completion



## Advanced Diploma in Accounting with AAT

This Level 3 accounting diploma combines the excellence of Pitman Training's reputation and practical learning with industry leading qualifications from AAT, the professional body for accountancy.

Enhancing your AAT qualifications to hold the Advanced Diploma in Accounting (previously a Level 3 Diploma in Accounting) will demonstrate to potential employers that you take your career path and progression aims seriously.

Holding a qualification like this can lead to a rewarding career as an Accountant, Bookkeeper, Finance Administrator or Treasurer; or can help you confidently handle the finances in your own business.

This diploma will help you get where you want to be and open up the door to more senior-level positions. From here there are further training and career progression options which can lead to more senior level accounting positions such as Management Accountant, Business Tax Specialist etc.

Throughout the duration of your studies you'll have access to MyAAT. This is a vast online resource that all students studying AAT qualifications can access study support, additional resources and exclusive AAT member benefits. We recommend you maximise your access to the resource as it can help hugely as part of your preparation to go on and undertake the AAT qualification examinations.

### CORE COURSES

- Advanced Bookkeeping
- Final Accounts Preparation
- Management Accounting: Costing
- Indirect Tax
- Ethics for Accountants
- Microsoft Excel
- Microsoft Excel Expert



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#### Guideline Learning Time

380 hours flexi study or 15 weeks full-time  
(Full-time based on approx 20-30 hours a week)

The AAT recommends a total study time of 520 hours  
To take advantage of the full range of accompanying learning resources, we recommend a study timeline of 12 months.

CPD: 380 points on successful completion



## Foundation and Advanced Diploma in Accounting with AAT

A comprehensive training programme, suitable for beginners, designed to give you bookkeeping and accounting knowledge.

This diploma offers you a route to gain hands-on accounting experience through practical self-paced training. Once you've completed your diploma and gained your new AAT qualifications you can add them to your CV feeling confident that you could apply for roles such as; Accounts Assistant, Bookkeeper, Finance Assistant and Finance Administrator.



If you're interested in running your own business, you may well find that working as a self-employed bookkeeper gives you great flexibility and you can confidently manage your clients' books as well as your own business finances!

If you're keen to progress even further, there are a number of options you could look towards and with further study to gain an AAT Professional Diploma in Accounting, your career path could lead you to work as an Accountant, Finance Manager or Financial Controller for example.

If you study this diploma you will also have the opportunity to gain an AAT Foundation Certificate in Accounting and the AAT Advanced Diploma in Accounting; both valuable qualifications for anyone aspiring to work in finance.

### CORE COURSES

- Bookkeeping Transactions and Controls - Part 1
- Bookkeeping Transactions and Controls - Part 2
- Sage 50 Accounts
- Excel
- Excel Expert
- Elements of Costing
- Work Effectively in Finance
- Advanced Bookkeeping
- Final Accounts Preparation
- Management Accounting: Costing
- Indirect Tax
- Ethics for Accountants

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#### Guideline Learning Time

565 hours flexi study or 21 weeks full-time  
(Full-time based on approx 20-30 hours a week)

The AAT recommends a total study time of 860 hours  
To take advantage of the full range of accompanying learning resources, we recommend a study timeline of 18 months.

CPD: 565 points on successful completion



# Foundation Diploma in Accounting with AAT

This accounting diploma combines the excellence of Pitman Training's reputation and practical learning with industry leading knowledge from AAT, the professional body for accountancy.

It's an essential qualification for anyone just starting out on their financial career path looking for junior/entry level positions such as Bookkeeper, Accounts Assistant or Purchase Ledger Clerk for example. It would also be a useful qualification to gain if you're a business owner wanting to confidently maintain and manage your business finances

No matter what your reasons for studying this qualification, you can be confident you'll gain a level of knowledge that means you can confidently apply your new found skills in any business setting.

There are a number of career and training progression options available from this qualification. If you hold a career goal of working as an Accountant or Management Accountant for example, from here you could opt to continue your studies and seek to obtain an Advanced Diploma in Accounting qualification and then fully consolidate your skills and really take them to the top level with a Professional Diploma in Accounting.

Every business needs people with a strong grasp of figures, but to be in demand you also need to have the technical know-how to be able to input and report financial information using the latest software. Being able to provide Directors with accurate and timely reports and data analysis is crucial.

## CORE COURSES

- Bookkeeping Transactions and Controls - Part 1
- Bookkeeping Transactions and Controls - Part 2
- Sage 50 Accounts
- Elements of Costing
- Work Effectively in Finance
- Excel or Excel Expert

## ELECTIVE COURSES (choose two)

- Payroll Principles
- Sage Payroll
- Understanding Business Accounts
- Time Management
- Effective Business Communication
- Introduction to Business Structure and Law
- Access
- Outlook
- Word
- Word Expert
- Health and Safety Essentials
- Numeric Data Entry



### Guideline Learning Time

220 hours flexi study or 9 weeks full-time  
(Full-time based on approx 20-30 hours a week)



The AAT recommends a total study time of 340 hours  
To take advantage of the full range of accompanying learning resources, we recommend a study timeline of 6-12 months.

CPD: 220 points on successful completion

# Foundation Diploma in Bookkeeping with AAT

This diploma is a classic bookkeeping training programme that can result in a solid, industry recognised AAT qualification.

If you're a beginner to finance and accounts and you're looking at how best to start your career in this industry, this is a great place to begin.

If you're looking to set your own bookkeeping business up, this is a great way to start to build your professional skillset that will prove to prospective clients that you have the ability to manage their financial records with confidence.

Combine Pitman Training's well-regarded reputation for the quality of our diplomas, along with our partnership with AAT, the accounting industry's leading professional body, to bring you qualifications that will stand the test of time.

The lifeblood of every business is cash flow. Having a firm grip on the figures is what differentiates strong businesses from failing ones. The skills learnt with this diploma ensure business owners and directors can get on with their everyday tasks, relying on you to manage the daily finances enabling them to look at the overall view of their financial status.

This diploma is packed full of practical training and will provide you with the blueprint for the beginning of a successful career in finance. You'll study core bookkeeping courses as well as Sage Accounts, meaning you'll be well up to speed with the processes involved in manual and computerised bookkeeping processes. As well as the key bookkeeping courses, you'll have the option to select an elective subject of your choice and will also study Microsoft Excel; a vital spreadsheet program used in businesses and accounting departments worldwide.

## CORE COURSES

- Bookkeeping Transactions and Controls - Part 1
- Bookkeeping Transactions and Controls - Part 2
- Sage 50 Accounts
- Excel or Excel Expert

## ELECTIVE COURSES (choose one)

- Costing and Pricing
- Understanding Business Accounts
- Effective Business Communication
- Introduction to Business Structure and Law
- Outlook
- Word
- Numeric Data Entry



### Guideline Learning Time

130 hours flexi study or 5 weeks full-time  
(Full-time based on approx 20-30 hours a week)



The AAT recommends a total study time of 250 hours  
To take advantage of the full range of accompanying learning resources, we recommend a study timeline of 6 months.

CPD: 130 points on successful completion

# Foundation Award in Bookkeeping with AAT

This award focuses on two core bookkeeping courses designed to help you learn the workings of a manual bookkeeping system. On successful completion, you could opt to undertake relevant examinations to gain an AAT qualification.

First and foremost, this award is designed for beginners to finance and accounting. It's ideal for anyone keen to develop bookkeeping skills for an accounting role; whether within a finance department for a business as a Bookkeeper or Accounts Assistant, or providing your own services to small businesses. This bookkeeping training would also be very valuable for small business owners who don't have much accountancy experience and want to get a firmer grip on their own finances.

The Foundation Award in Bookkeeping with AAT is a great course which will help you take the first step into the world of finance. With this training programme you will have the opportunity to gain a Pitman Training certification and a recognised industry accounting qualification.

It's a strong, practical training programme that will help to prove to employers that you have a head for numbers, and ensures you understand the workings and processes involved with manual bookkeeping. It is most suitable for those with no prior bookkeeping or accounting experience as you will start right at the beginning of the learning process for this skill.

The programme is broken down into three modules and is very practical in nature so you're not just sitting and reading the theory. In each module you will work through real-life scenarios which deal with bookkeeping challenges, giving you hands-on practical experience ensuring you really are prepared for situations you may find yourself in when taking up a bookkeeper role.

As part of your training you'll have access to MyAAT which is an online website that all AAT students have access to. On here you'll find articles, practice papers and other resources all designed to help you fully grasp the finance skills you're learning. Once you've successfully completed the course and associated qualification examinations you'll gain a Pitman Training certificate and an AAT Foundation Certificate in Bookkeeping.

## CORE COURSES

- Bookkeeping Transactions and Controls - Part 1
- Bookkeeping Transactions and Controls - Part 2
- Excel



### Guideline Learning Time

82 hours flexi study or 3 weeks full-time  
(Full-time based on approx 20-30 hours a week)



The AAT recommends recommend a study timeline of 3 months.

CPD: 82 points on successful completion

# Bookkeeping Diploma

Pitman Training's Bookkeeping Diploma is suitable for anyone keen to develop bookkeeping and spreadsheets skills for an accounting role.

The Bookkeeping Diploma covers everything you will need to have a successful career in Finance and Accounting; Bookkeeping (2 Parts), Sage Accounts and Microsoft Excel.

If your aim is to work within the accounting team in larger firms, you'll be able to collate, check and analyse financial information efficiently on their behalf. If you choose to work in a smaller business, your diploma will give you the knowledge and confidence to run a busy accounts department. You may also have aspirations to provide your own accountancy service to local firms, in which case you can be certain this diploma will provide you with the first steps to the knowledge you need.

Every business regardless of sector needs trusted accounts professionals to ensure every financial transaction is managed and organised to the highest level. You'll need an unwavering eye for detail and the ability to work under pressure in order to meet important deadlines.

With the Bookkeeping Diploma you'll get all of the essential skills required to be a highly valued assistant to company accountants in larger firms - collecting, checking and analysing financial information on their behalf. Or, if you choose to work in a smaller business, your diploma will give you the knowledge and confidence to run a busy accounts department.

You may also have aspirations to provide your own accountancy service to local firms, in which case you can be certain this diploma will provide you with the knowledge you need. With your Bookkeeping Diploma you'll have great transferable skills which you can take from one employer to another.

## CORE COURSES

- Bookkeeping Transactions and Controls - Part 1
- Bookkeeping Transactions and Controls - Part 2
- Sage 50 Accounts
- Excel or Excel Expert

## ELECTIVE COURSES (choose two)

- Costing and Pricing
- Understanding Business Accounts
- Effective Business Communication
- Sage Payroll
- Introduction to Business Structure and Law
- Payroll Principles
- Numeric Data Entry
- Word
- Word Expert
- Access
- Outlook

### Guideline Learning Time

140 hours flexi study or 6 weeks full-time  
(Full-time based on approx 20-30 hours a week)



CPD: 140 points on successful completion



## Finance Award

This training programme covers manual bookkeeping, Sage and Excel training to give you a wide ranging knowledge of general accounts.

Whether you're looking to gain some bookkeeping abilities for work or for your own use, this is a fast-track bookkeeping programme for people with an aptitude for figures, keen to gain essential business finance experience.

The award covers manual bookkeeping, Sage and Excel training to give you a wide ranging knowledge of general accounts.



Unlike some courses, ours gives you all the time-management benefits of flexibility to suit your work or home life. You can start anytime and study part or full time, depending on your situation.

A great training programme if you're aspiring to work as a Bookkeeper or gain a role in the accounts department of a business. With this you could progress towards roles such as Accounts Assistant, Auditor, Sales Ledger Clerk, Purchase Ledger Clerk or push your training further and train to become a qualified Accountant.

### CORE COURSES

- **Bookkeeping Transactions and Controls - Part 1**
- **Sage 50 Accounts**
- **Excel or Excel Expert**

### Guideline Learning Time

**85 hours flexi study or 3 weeks full-time**  
(Full-time based on approx 20-30 hours a week)  
CPD: **85 points on successful completion**



## Payroll Award

This is a great award programme if you wish to learn payroll. It's practical training so you get hands-on experience ready to put into action in the workplace.

The course is highly practical in nature - not only will you have the knowledge you need, but through a range of practical exercises based on real-life scenarios, you will have the skills and confidence to apply your knowledge in the world of work

If you have an aptitude for figures and wish to learn manual and computerised payroll, then this practical course is for you. Through studying for this award, you will become confident in popular and in-demand software including Sage Payroll and Microsoft Excel.

This means you'll have all you need to get into the world of payroll; the award will also help secure you an interview in a payroll department.

You can start when you like and our flexible learning system means you can fit your studying around your existing work and home commitments. There will also be a Course Advisor on hand to help, should you need additional support.

The aim of this award is to teach you how to run a business payroll - both manual and computerised, so that you are able to effectively and efficiently put your skills directly into practice in the workplace.

If you're training to learn how to process a business payroll you could work towards a career as Payroll Clerk, Finance Assistant, Accounts Assistant, HR Administrator or even HR Manager.

### CORE COURSES

- **Payroll Principles**
- **Sage Payroll**
- **Excel or Excel Expert**



### Guideline Learning Time

**60 hours flexi study or 2 weeks full-time**  
(Full-time based on approx 20-30 hours a week)  
CPD: **60 points on successful completion**



## Sage, Accounting & Bookkeeping courses

### Advanced Bookkeeping

You'll learn and understand the significance and limitations of the trial balance and become familiar with the statement of financial position and profit and loss.

### Bookkeeping Transactions and Controls - Part 1

This course will help you learn the processes and procedures involved in manual bookkeeping. You will cover the double entry system, the basics of VAT, checking invoices for accuracy, day books, general ledger, purchase ledger and sales ledger, prompt payment discount, petty cash books, balancing ledger accounts and many other aspects of manual bookkeeping.

### Bookkeeping Transactions and Controls - Part 2

The course is perfect for those who would like to work as a Bookkeeper or Accounts Assistant. It's the ideal intermediate bookkeeping course for those wanting to further develop their bookkeeping skills and want to learn the correct methods and techniques to be able to confidently manage the financial records for businesses or other organisations.

### Costing and Pricing

Invaluable for anyone responsible for accounts or setting pricing within a business. This short course is something we're sure you'll get true value from, in terms of real pound signs! If you work in bookkeeping, accounts or are a small business owner and need to know how to charge out time for staff, how to calculate profit on a job, or project profit in the next year's turnover, this course is for you. Similarly, small business owners may find this particularly useful.

### Elements of Costing

Learn to understand an organisation's cost recording system, use it to record or extract data and use spreadsheets to convey information on actual and budgeted income and expenditure.

### Ethics for Accountants

You'll gain an insight and understanding of the principles of ethical working with internal and external customers, how to act and what action you need to take with suspected breaches and the ethical responsibility of those in the finance industry.

### Final Accounts Preparation

In this subject you'll learn about accounting principles and concepts as well as the nature and importance of the different categories of accounting.

### Indirect Tax

You'll learn VAT regulations and how to accurately complete a VAT return in a timely manner to meet strict deadlines. You'll also cover how to make adjustments if required.

### Payroll Principles

Payroll Principles is a great short course that can be studied in just four hours. The course is designed to teach those new to payroll the theory behind the practicalities of running a business's company payroll. This is a great introductory course for beginners who are looking to work as a Payroll Assistant, Payroll Clerk or Payroll Officer. It's also great for anyone looking to work in HR where payroll can be a key responsibility, or anyone who is taking on the company payroll in their current responsibilities. You'll start at the beginning with an overview of exactly what payroll is and go through all the key elements involved in processing the payroll including RTI, statutory payments and employee data protection.

### Principles, Standards and Conventions of Accounting

This is an online course, suitable for those new to finance, that will provide you with an overview of business finance and accounting to enable you to understand and translate key financial information. This is an ideal starting-point for anyone who is looking to start a career in accounting. It would also be suitable for anyone wanting to improve their understanding of accounting principles or those of you being given, or looking for, more responsibility.

### Sage 50 Accounts

Sage 50 Accounts will equip you with the skills you need to get a good job in an accounts department, or to work for yourself by offering accounting administration services to local firms. Ideal for those looking to work in accounts and who have prior knowledge of manual accounting procedures. So, if you're looking to work as an Accounts Assistant or if you run your own business this is the ideal course to undertake to enable you to run and manage your business accounts.

### Sage Payroll

Amongst all our finance courses, Sage training is the most popular and the most in demand. This course brings you the skills you need to use this popular payroll program.

Sage is the most commonly used accounting system, integrated into many businesses globally. It's crucial to be able to work with this system in today's technology driven world. A really practical step by step course, Sage Payroll takes people with a prior knowledge of payroll principles to the next level, so you can benefit from automated systems and logging all details within a centralised system.

### Understanding Business Accounts

This course will provide you with a good understanding of business accounts - essential knowledge if you run a small business. Our business accounts training is designed to help you understand balance sheets, profit and loss (P&L) accounts including stock-taking, depreciation, capital and revenue expenditure. You will also learn about accruals and the role of capital and reserves. The final lesson considers profit margins, analysing a profit and loss account and how to make comparisons on financial statements.



# Microsoft Office

A competency in Microsoft Office is essential if you want to keep up to date with the skills demanded by many employers and progress your career.

Microsoft Office is the most widely used software suite in the vast majority of business and office environments. Employers and offices across the world use this intuitive range of applications to manage their business activities on a day-to-day basis.

Sometimes underrated, the skills and in-depth knowledge of how to best utilise these programs are often specifically sought out on CVs, therefore keeping your Microsoft skills refreshed and up to date will benefit your career considerably.

We provide a comprehensive range of Microsoft Office training courses that are respected by employers. All of our training programmes are designed to teach you a thorough understanding of the functionality available from Microsoft Office applications.

Depending on your preferences, you can gain an expert understanding of the range as a whole by studying one of our diplomas or by gaining MOS (Microsoft Office Specialist) certification. Alternatively, you could opt to concentrate on one individual program such as Excel, Word, PowerPoint, Outlook or Access.

There are also courses available depending on your existing skill level. Many people only use these programs to a fraction of their capacity so learning the more in-depth features could

open up new ways of working that could save you a lot of time and effort.

If you can already find your way around Word or Excel, how about looking at the expert level courses to improve your knowledge and skills even more?

Microsoft updates the Office suite on a regular basis and we offer training on different versions. If your company is looking to update their software to the latest version or you're changing role and want to be able to showcase your skills across different versions, our training can help you learn the features and improvements in the latest versions.

The training is flexible to study and you work at a pace that suits you. The courses teach you using live versions of the programs in order to enhance your learning experience and give you hands-on, workplace ready skills.



## Microsoft Office (MOS) Certification Diploma

The Microsoft Office Specialist Certification is renowned globally. This diploma can help you get top-level Microsoft Office skills in the key packages such as Word, Excel and PowerPoint.

If you're looking to gain renowned Microsoft Office Specialist (MOS) certification then this is the perfect training course for you.

Microsoft Office is widely used in businesses across all industries and it's an essential skillset to have if you're looking to work as an Administrative Assistant, PA, Secretary or any other role in the office environment. Being able to demonstrate you have a high level of Microsoft Office skills will help you stand out to employers.

The Microsoft Office Specialist Certification is renowned globally and this diploma can help you gain this recognisable and valuable certification in just six weeks. If you want to demonstrate to an employer that you have top-level Microsoft Office skills, this diploma will help set you apart from the rest. There are seven core subjects focusing on each of the Microsoft Office software packages, such as PowerPoint and Access, and you'll also study Word and Excel to an Expert level.

So, with your Microsoft Office (MOS) Diploma, you'll have world-class skills to get a highly valued job. With the added benefit of the flexible study options we offer, you can study for your Microsoft Office Specialist Certification in one of our training centres or online, using our distance learning platform. Whichever way you choose to study, you'll have the full support of our Course Advisors.

### CORE COURSES

- Word
- Excel
- PowerPoint
- Access
- Outlook
- Word Expert
- Excel Expert

After completion of the core courses, you can then choose four Microsoft Office Specialist (MOS) tests from:

- Microsoft Office Specialist - Word or Word Expert
- Microsoft Office Specialist - Excel or Excel Expert
- Microsoft Office Specialist - PowerPoint
- Microsoft Office Specialist - Access



### Guideline Learning Time

150 hours flexi study or 6 weeks full-time  
(Full-time based on approx 20-30 hours a week)  
CPD: 150 points on successful completion

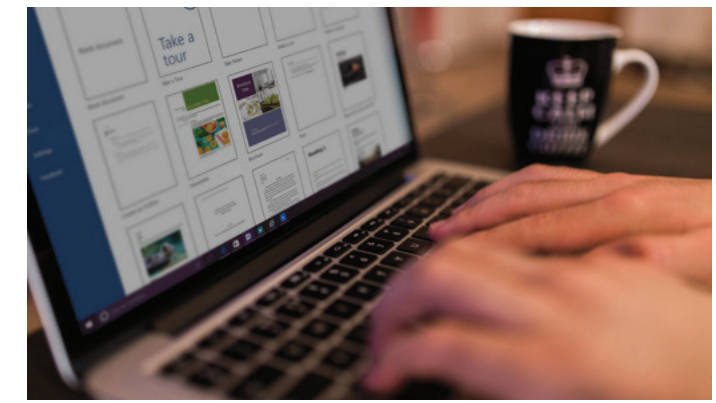


## Microsoft Office Plus Diploma

Train in all the key Microsoft Office packages - Word, Excel, Outlook, Access and PowerPoint. Then, take your knowledge even further with the addition of two elective courses of your choice.

Our Microsoft Office Plus Diploma gives you an understanding of each application to enable you to get a great job in any office environment. Ideal for those looking to work in office administration, PA, EA or VA type roles.

Microsoft Office is the most common suite of software programs used in business today. Our comprehensive Microsoft Office Plus Diploma is designed to take your skills to a higher level so that you understand what each program is capable of.



You'll learn how to be effective and efficient in your everyday work, with a thorough understanding of how Microsoft Office applications can support you. In fact, with your advanced skills, you'll be able to set the standard within any business.

Nowadays, to really succeed and get ahead, you'll need to demonstrate to employers that you are highly skilled and adept at using the full functionality of each program.

Whether you're new to Microsoft Office or you've got a basic grasp of each program, our Microsoft Office Plus Diploma will take your skills to the next level.

### CORE COURSES

- Word
- Excel
- Word Expert or Excel Expert or Access
- PowerPoint
- Outlook

### ELECTIVE COURSES (choose two)

- Effective Business Communication
- Word Expert
- Excel Expert
- Project
- Access

### Guideline Learning Time

150 hours flexi study or 6 weeks full-time  
(Full-time based on approx 20-30 hours a week)  
CPD: 150 points on successful completion

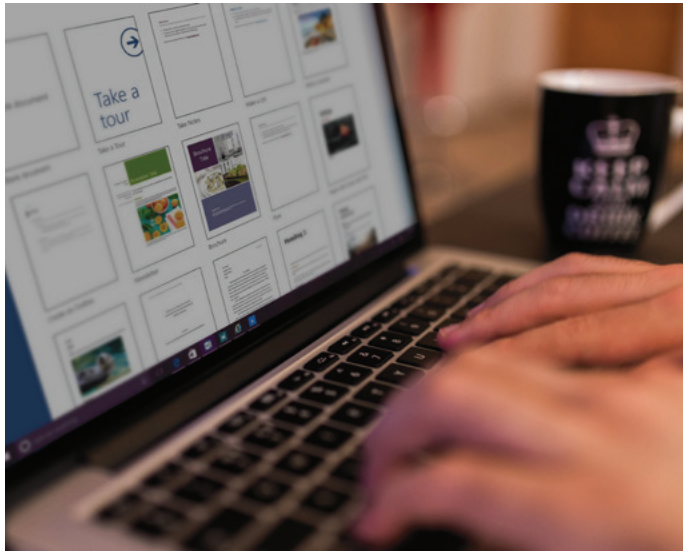




## Microsoft Office Diploma

Gain a good business standard of knowledge in key Microsoft Office programs - Word, Excel, Outlook, Access and PowerPoint. You can even opt to take your Word or Excel knowledge to an expert level if required.

For those of you looking to get up to a good business standard in every program in a short space of time, our Microsoft Office Diploma is the ideal course for you. The diploma can include Word, Excel, PowerPoint, Access and Outlook.



To work in most businesses, you'll need a good command of the universally accepted Microsoft Office software programs. They are the most commonly used suite of programs and will open the door for you to get a great job in many different industries.

Our Microsoft Office Diploma is an intensive course dedicated to giving you the technology skills you need within just four weeks. You'll learn Microsoft Office to a good business standard or if you wish, you can move to expert level. This fast paced diploma will teach you the skills you need in a short space of time.

Without a good grasp of the Microsoft Office suite of software programs, you'll struggle to even get past interview stage. That's why many of the Pitman Training diplomas hold at least one or two Microsoft Office courses.

### CORE COURSES

- Word
- Excel
- Word Expert or Excel Expert or Access
- PowerPoint
- Outlook

#### Guideline Learning Time

**110 hours flexi study or 4 weeks full-time**  
(Full-time based on approx 20-30 hours a week)  
CPD: 110 points on successful completion



## Microsoft Office Award

This award offers the opportunity to study three core Microsoft Office programs.

If you are wanting to learn the most essential skills of commonly used Microsoft Office programs, this is the award for you.



This is Microsoft training that does exactly what it says on the tin - our Microsoft Office Award is a mini-diploma that teaches you all the most popular and up-to-date Microsoft programs.

Unlike other Microsoft office courses, this concentrates your learning to cover a whole spectrum instead of concentrating on one small segment. Your productivity - and therefore your employability - will be greatly enhanced.

This award aims to give you a more in-depth knowledge of four key Microsoft Office programs; Word, Excel and PowerPoint, Outlook or Access. You can choose which version of the suite to study depending on your requirements.

### CORE COURSES

- PowerPoint or Outlook or Access
- Word or Word Expert
- Excel or Excel Expert



#### Guideline Learning Time

**70 hours flexi study or 3 weeks full-time**  
(Full-time based on approx 20-30 hours a week)  
CPD: 70 points on successful completion



## Microsoft Office courses

### Access

An understanding of how to utilise Microsoft Access to its best is a worthwhile skill to have at your command. This is a popular database application widely used across many employment sectors and in many industries by those wishing to keep accurate, up to date records of customers, projects and products etc.

So, for example, if you're working as a PA, EA, VA, Secretary, Administrator or Customer Services Executive, learning how to use this software effectively will help you stand out from the crowd.

### Excel

Microsoft Excel is the world's most popular spreadsheet program. This course is suitable for beginner to intermediate level. You'll learn how to format your spreadsheet to best display your information, handle simple and complex formulae, insert charts, learn how to insert functions such as IFERROR and much, much more.

Such is the nature of this versatile spreadsheet program, this training is ideal for those in any number of careers. For instance, if you need to maintain customer data, manage accounts, maintain budgets (both business and personal); this course really will help save you time and effort and could even help you present your information in a more user-friendly way.

### Excel Expert

Our Excel Expert level course will provide you with the knowledge and skills to use this popular spreadsheet program to an advanced level. You can choose which version of Excel you'd like to study. Over a series of self-paced lessons, you'll learn how to perform tasks such as conditional formatting, recording and running macros, working with pivot tables and using statistical functions. If you frequently use Excel, and want to learn even more features of this comprehensive software, our Microsoft Excel Expert course is the one for you.

Many job roles utilise Excel, such as those working in Finance, PA roles and those running their own business, so learning how to get the most out of this renowned spreadsheet program will help you streamline your day-to-day tasks and free up valuable time.

### Office 2016 Fast

As the name suggests, this is a short course for anyone who already has experience using Microsoft Word, Excel and PowerPoint 2010 or 2013 but wishes to upgrade to the 2016 version of the software. You'll learn how to navigate the updated interface on each program and be guided through some of the new features available on the latest release of this globally recognised suite of applications.

### Outlook

This flexible study Outlook course takes you through everything you need to use this popular email system as a work tool, from navigation and views through contacts and appointments, to tasks and folders. Many businesses and industries utilise this popular Microsoft Office program so it is ideal for anyone who needs to have a good, in-depth working knowledge of this software to help maximise efficiency and productivity.

### PowerPoint

Our PowerPoint training course will help you get to grips with this comprehensive presentation software. Flexible to study, you can choose the version of Microsoft Office you wish to study on. Our PowerPoint course is suitable for those looking for a beginner level introduction to this popular presentation software. Many PAs, EAs, VAs, Office Managers utilise this software in their roles and obviously it's the perfect course for anyone who wants to create interesting and engaging presentations!

### Project

If you're given a project to manage, having the right tools to assist is essential, but having the know-how to fully utilise the tools is invaluable. With our Microsoft Project course, we'll help you learn the essential features, tips and tricks of this project management software.

### Word

Our Microsoft Word course is designed to provide you with the essential skills you will need to be proficient in Word, in a work environment, in as short a time as possible. This course is suitable for beginners and intermediate users and is ideal for anyone who works, or aspires to work, in an office environment. For example those working in roles such as Admin Assistant, Office Administrator, Secretary, PA, EA or VA would find this course extremely valuable.

### Word Expert

This training in Microsoft Word will propel your Word skills forward to an advanced level. Over several lessons, you'll become confident in a range of Word's more sophisticated features. Perfect for anyone working in an office environment as a Secretary, PA, EA, VA or Admin Assistant etc.

This course is designed for those that have already taken our Microsoft Word course, or already have a good working knowledge of the Word program and wish to advance their skills to an expert level and use some of the more advanced features.





# Business & Management

From managing a corporate business to developing a start-up, we have training to suit you.



Management roles require a broad and varied skillset which should be regularly refreshed and developed. Different organisations and businesses require wide-ranging qualities in their managers but there are core skills that all managers should seek to learn.

To be a great leader or manager you need to be able to motivate and inspire your team whilst juggling the complexities of helping to run a business, manage detailed financial information and regularly evaluating and reporting on individual and team performance.

Our Business & Management range of training has a diverse selection of courses available that could help you if you're looking to gain or enhance leadership or managerial skills. When it comes to how best to work and inspire others around you, we offer courses such as Different Leadership Attributes & Skills, Motivation & Goal Setting and Team Development.

You could also look at courses such as Handling Conflict and Confrontation or effective communication. All our individual courses offer a great opportunity to add specialist

managerial skills to your repertoire and demonstrate your commitment to your career and your future.

Alongside our individual courses we also offer a range of career oriented diplomas such as our Management Diploma and Office Manager Diploma, both of which are designed to provide you with skills that lead to specific managerial careers.

There are also diploma programmes for those who want to work in key leadership roles such as Project Management and HR. We also have a diploma aimed at entrepreneurs looking to start their own business and who need to learn the core skills to help them hit the ground running with the management and promotion of their new business.

All in all this range of training offers a great breadth of learning opportunities. So if you're aiming for a promotion or wanting to apply for a new managerial position, look no further!

The business and management skills training courses are available to study using our blended learning approach that incorporates our online learning platform, the Pitman Campus. You will be able to take full advantage of our flexible learning options to help you get ahead of the competition and hit the ground running with the latest skills.

## Management Diploma

The Management Diploma is one of a range of diplomas developed for the sole purpose of equipping newly appointed managers and team leaders with the essential skills they'll need to manage a team.

A great training programme for any aspiring manager. So, if you want to take the next step up, prove you have the skills to succeed and lead from the front, this is the diploma for you!

To be a great manager, you need to be able to motivate and inspire your team whilst juggling the complexities of helping to run a business and interpret complex financial information. So if you've been newly promoted into a managerial or team leader role, or you're looking to take your career to the next level, our Management Diploma will give you the skills needed to be highly effective. You'll have a great understanding of how to get the most out of your team, alongside learning everything you need to know to flourish in your role and drive your organisation forward.

### CORE COURSES

- Communications in an Organisation
- Different Leadership Attributes & Skills
- HR Essentials
- Introduction to Business Structure and Law
- Personalities, Profiles and Plans
- Time Management
- Understanding Business Accounts
- Excel or Excel Expert
- Word or Word Expert
- Outlook
- PowerPoint

### ELECTIVE COURSES (choose two)

- Health and Safety Essentials
- Team Development
- Interpersonal Communications
- Managing Internal & External Workplace Communications
- Marketing Principles and Practices
- Principles, Standards and Conventions of Accounting
- Excel Expert
- Costing and Pricing
- Marketing Essentials
- Marketing Mix
- Sage 50 Accounts

### Guideline Learning Time

**235 hours flexi study or 9 weeks full-time**  
(Full-time based on approx 20-30 hours a week)  
CPD: **235 points on successful completion**



## Office Manager Diploma

This diploma is designed to teach you the fundamental skills you will need to turn into a highly valued and well-paid Office Manager who can confidently juggle different tasks.

To be a highly efficient and trusted Office Manager, you'll need a broad range of skills across a wide range of disciplines. One day you could be interviewing new members of staff and the next managing your office bookkeeping and payroll.

With the Office Manager Diploma you'll get all the essential skills you need to handle a diverse range of tasks. You'll learn everything from great IT and software skills, right through to employee inductions and the leadership qualities needed to manage and engage with different teams within your organisation

Our Office Manager Diploma is designed to teach you the fundamental skills you need to turn you into a highly valued and well-paid office manager who can confidently juggle different tasks.

You'll learn computer keyboard skills, effective communication skills, the total mastery of most common business software packages, principles of effective HR, project management and leadership attributes.

You'll also be able to choose from two elective subjects to complement your diploma, including numeric data entry, Speedwriting, Sage 50 Accounts, Costing and Pricing and Payroll Principles to name just a few.

### CORE COURSES

- Time Management
- Effective Business Communication
- Excel or Excel Expert
- Word or Word Expert
- Successful Meetings and Minutes or Meetings and Minutes Seminar\*
- Outlook
- PowerPoint
- HR Essentials
- Health and Safety Essentials
- Understanding Business Accounts
- Project Management Fundamentals
- Social Media Strategy for Business
- Different Leadership Attributes & Skills

### ELECTIVE COURSES (choose two)

- Payroll Principles
- Sage Payroll
- Costing and Pricing
- Event Management Essentials
- Sage 50 Accounts
- Bookkeeping Transactions and Controls - Part 1
- Speedwriting
- Numeric Data Entry
- Typaz

*\*Speak to a Course Advisor for seminar availability at your local Pitman Training centre.*

### Guideline Learning Time

**225 hours flexi study or 9 weeks full-time**  
(Full-time based on approx 20-30 hours a week)  
CPD: **225 points on successful completion**





## Business Startup Diploma

The Business Startup Diploma offers an excellent opportunity to enhance vital, professional skills development for any prospective new business owner.

If you're an Entrepreneur and thinking of setting up your own business, this diploma will ensure you have the professional skills and know-how to make the process as seamless as possible.

Starting a business is a stressful and hectic time. With a lengthy to-do list of all the different tasks you need to do, it can be overwhelming.

Often new business owners don't take the time to look at what training they might need to help them carry out the varying tasks that running a company necessitates. By dedicating some time to personal development at the beginning of the process, you will be maximising your chances of success.

Our Business Startup Diploma is a great way to gain practical, hands-on experience in some of the key areas involved in running a business. Subjects covered include everything from understanding business accounts, bookkeeping and marketing, right through to project management and WordPress. You'll come away with a renewed focus to ensure your new business venture succeeds.

This diploma will take around six weeks to complete. It's flexible, enabling you to combine your studies with other commitments. You can study in any of our centres or online, using our distance learning system. We believe investing time in yourself at the beginning of the business startup process will pay dividends in the end. Let us help you get ahead of the competition and hit the ground running with your business!

### CORE COURSES

- Bookkeeping Transactions and Controls - Part 1
- Costing and Pricing
- Facebook for Business
- Introduction to Business Structure and Law
- LinkedIn for Business
- Marketing Essentials
- Project Management Fundamentals
- Twitter for Business
- Understanding Business Accounts
- WordPress for Business
- Search Engine Optimisation (SEO) for Business

### ELECTIVE COURSES (choose one)

- Bookkeeping Transactions and Controls - Part 2
- Sage 50 Accounts
- Different Leadership Attributes and Skills
- VA Essentials
- Health & Safety Essentials
- HR Essentials

#### Guideline Learning Time

140 hours flexi study or 6 weeks full-time

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

CPD: 140 points on successful completion



## HR Assistant Diploma

This HR Assistant training will give you a broad range of skills, including understanding the principles of HR and advanced IT skills.

This diploma is for those who want to take on an Assistant role within the HR department of an organisation. Ideal if you hold a longer term ambition to become the HR Manager, it will give you a great foundation of skills to start to look for HR administration positions.

Within any organisation, it's the people who make the biggest difference to its overall success – especially if they feel motivated, highly valued and supported in their roles. So it's of paramount importance that people wishing to have HR responsibilities are highly skilled.

The HR Assistant Diploma will give you a great foundation to take your career in any direction – be it in a broad HR role or moving into the specialist areas of employment law, payroll or training and development.

### CORE COURSES

- HR Essentials
- The Legal Aspects of Interviewing
- Mentoring
- Team Leadership
- Successful Hiring
- Effective Performance Appraisals
- LinkedIn for Jobseekers
- Payroll Principles
- Effective Business Communication
- Word or Word Expert
- Excel or Excel Expert
- Outlook
- PowerPoint
- Sage Payroll



#### Guideline Learning Time

160 hours flexi study or 6 weeks full-time

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

CPD: 160 points on successful completion



## Project Management Diploma

This diploma has been created to help you learn all the skills required to effectively plan, progress and complete a project. You'll cover topics that are aligned to the renowned PRINCE2® methodology.

This diploma is ideal if you want to add to your existing skillset or are looking to work in a role which demands top-level organisation and project management skills such as a Project Manager, Project Planner, Planning Manager, Team Leader, PA, EA, Office Manager or Virtual Assistant.

Every project a business carries out is unique. They can vary from small scale, right through to the more complex and diverse, involving multiple teams and locations. Anyone who leads a project, no matter the size, should possess high-level project management skills.

This Project Management Diploma has been created to help you learn to manage a project successfully through its initiation, planning, progression and closure. As well as this you will develop other skills such as communication, risk management and financial management.

Once you have successfully completed your diploma you will receive the globally recognised Pitman Training certification. You will also be well placed to go on and undertake the PRINCE2® Foundation examination\* should you wish to.

*\*PRINCE2® accredited examinations will need to be organised and paid for separately. Our Course Advisors can provide further detail on these exam fees if required.*

### CORE COURSES

- PRINCE2® Foundation
- Microsoft Project or Effective Business Communication
- Project Management Fundamentals
- Time Management
- Word or Word Expert
- Excel or Excel Expert
- Outlook
- Costing and Pricing

### ELECTIVE COURSES (choose two)

- PRINCE2® Practitioner
- Team Leadership
- Social Media Strategy for Business
- Communications in an Organisation
- LinkedIn for Jobseekers
- Access

#### Guideline Learning Time

200 hours flexi study or 8 weeks full-time

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

CPD: 200 points on successful completion



## Project Management Award

Become an expert Project Manager with this exciting training programme that will guide you from the outset on the best way to approach any project.

Successful projects don't happen by coincidence. A lot of time, effort, planning and management is required to ensure the end result is positive.

This training will help you learn and understand the lifecycle of a project. You'll look at popular PRINCE2® Project Management techniques, what it takes to work effectively as a Project Manager and how to utilise the Microsoft Office Project program to assist with automating and managing your projects as efficiently as possible.



This training is extremely accessible as the courses involved are all available to study online so you can fit your studies in and around your existing commitments. The teams in our local training centres are all on hand to help throughout and on successful completion of the training you'll receive a Pitman Training certificate to validate your knowledge and skills. You'll then also be in a great position to take an accredited PRINCE2® Foundation examination if required\*.

*\*PRINCE2® accredited examinations will need to be organised and paid for separately. Our Course Advisors can provide further detail on these exam fees if required.*

### CORE COURSES

- Project Management Fundamentals
- PRINCE2® Foundation
- Project

#### Guideline Learning Time

90 hours flexi study or 4 weeks full-time

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

CPD: 90 points on successful completion





## Business Award

The Business Award has been created for people who need to understand the legal structures and financial mechanics of business.

Not necessarily linked to a specific career, this award aims to impress potential employers and shows that you're keen to understand their business and how it works.



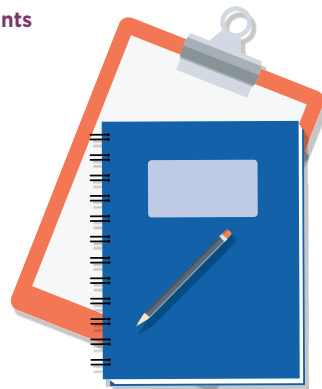
The three courses in this award are designed to help you gain a valuable insight into the way businesses are structured, and completing this course will give you the knowledge and confidence to use spreadsheets to a good working standard.

You can start when you like and our flexible learning system means you can fit your studying around your existing work and home commitments. There will also be a Course Advisor on hand to help should you need additional support.

It might be a great programme to study if you're working to a career as a PA, EA or Office Manager so that you have a well-rounded skillset that is often a necessity in such careers.

### CORE COURSES

- Introduction to Business Structure and Law
- Understanding Business Accounts
- Excel or Excel Expert



### Guideline Learning Time

40 hours flexi study or 2 weeks full-time

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

CPD: 40 points on successful completion



## Business & Management Courses

### Communication Skills for IT Specialists

The Pitman Training Communication Skills for IT Specialists course is designed to help you effectively engage with your audience specifically geared around IT related businesses. The aim of this course is to learn how to communicate successfully while managing projects and people within the IT industry.

### Communications in an Organisation

This e-learning course is different to most communication courses in that it focuses on the way that communications and information are managed within an organisation rather than personal communication techniques. This course is most suitable for those who are looking to work for a business in a pivotal role where liaison with other members of staff and team members is essential.

### Different Leadership Attributes & Skills

If you are new to management, looking for promotion or to broaden your opportunities, this course will give you key insights into successful leadership and how to make the most of your own leadership attributes. This course is designed for those who need to gain an understanding of key leadership skills. Also it would be relevant for team leaders or experienced staff being given leadership or management responsibilities.

### Effective Business Communication

This excellent course will raise your game when it comes to business communication skills, which is often top of the list of qualities demanded by employers. If you work as a PA, Admin Assistant, Office Administrator, Secretary or Receptionist, you will be dealing with business communications on a daily basis. This course will ensure you produce the highest quality communications enabling you to portray a professional representation of the business you work for. It's also the perfect course for anyone looking to work in these types of roles, as employers will be confident in your ability to handle their business communications.

### Effective Online Communication

Communication is a key, must-have skill in today's employment market. This short online course will help prove to employers that you're able to communicate confidently and effectively online to different audiences. This course would be great for anyone working in an office environment such as a PA, Office Manager etc. Also great for anyone looking to work in PR, Media Relations or as a Communications Officer.

### Handling Conflict and Confrontation

This Handling Conflict and Confrontation course will quickly provide you with real-life useful strategies to help you handle problem situations. This course is suitable for all but would be particularly useful for anyone who has recently gained promotion to supervisory, management or team leader type roles.

### HR Essentials

HR Essentials is an entry-level HR training course. You'll learn essential knowledge on areas such as recruiting new staff, employment contracts, salary processing and maternity rights. It is an ideal beginner's level HR training course if you're looking to work as HR Assistant or with a broader role that includes HR functions within the HR Department. It would also suit those who've been given responsibility for staff management and development. You may wish to enrol for the Pitman Training HR Assistant Diploma to ensure you have top level IT and Office skills to accompany your HR expertise, so please discuss this with your Pitman Training Advisor.

### Interpersonal Communications

This course considers key communication areas in depth to help you become more confident in the workplace as well as more effective. Communication skills are key in any job or industry. This course is ideal for anyone who needs to improve their communication skills, whether you're experienced or seeking additional responsibilities.

### Introduction to Business Structure and Law

If you have, or are thinking about setting up your own business, this course will provide you with an essential grounding in the basics of business structure and law. Ideal for those who wish to start their own business, those looking for work, as well as employees who wish to learn more about business structure and law.

### Managing Internal & External Workplace Communications

This course focuses on information flows within organisations and using data effectively. If you have management responsibilities and/or a role that includes management of internal and external communications, then this course will help you harness information effectively. A broad reaching course that is suitable for anyone who feels they need to improve their communication skills. Also great for those individuals being given, or looking for, more responsibility.

### Motivation & Goal Setting

The Motivation and Goal Setting short course uses proven methods to help you learn how to set yourself goals and learn how to manage motivation levels, both for yourself and team members. If you're a business and looking to provide your management team with some additional skills, this course is a great way to get them thinking about how to set goals for both themselves and their team.

If you're working as a Team Leader, Supervisor, Manager etc. this course would be a good way to learn some new techniques to help inspire colleagues and yourself.

### Personalities, Profiles and Plans

This course is for anyone wanting to understand their strengths and weaknesses and create some clear and achievable career goals. You'll gain insights into how individuals respond and behave, carry out a personal skills audit and produce a personal development plan.

### PRINCE2® Foundation

In this PRINCE2® Foundation course you'll start by looking at principles of organising and starting up a project, You'll work through

initiating a project, assessing risk, monitoring progress, managing change right through to closing a project. This course is ideal for anyone who might need to be involved in projects in their daily work. Roles that may find this training useful would be Office Manager, Team Leader, Event Manager, Marketing Assistant, PA, Virtual Assistant or anyone working at a management level.

### PRINCE2® Practitioner

This is a great course to solidify and expand your existing skills. It follows the PRINCE2® standards and methodology and teaches you how to become an expert Project Manager who can create, manage and complete a project. This course is ideal for anyone who might need to be involved in projects in their daily work. Roles for which this training would be useful include Office Manager, Team Leader, Event Manager, Marketing Assistant, PA, Virtual Assistant or anyone working at a Management level. Before commencing this course you will need to have studied or gained the PRINCE2® Foundation course certificate.

### Project Management Fundamentals

Split into four engaging parts, this course takes you through the full life cycle of a project in terms of defining what it is, planning every aspect, implementation, completion and evaluation of a project.

If you're working as a PA, EA, Office Manager or in any kind of Supervisory/Management role and you're required to undertake larger projects, this course will be perfect to arm you with the skills required. Alternatively, you may be looking to boost your career prospects to future employers by giving yourself an added skillset.

### Team Development

This course focuses on how to create and develop a successful team. From getting the most out of existing team members, recruiting new ones, what makes a successful team, team development, and ways of communicating with a team. This course is designed for those who need to gain an understanding of key leadership skills. Also it would be relevant for Team Leaders or experienced staff being given leadership or management responsibilities.

"I completed my Diploma and the experience I had studying here was great. I found the flexibility of training sessions to be really useful as you can complete your chosen course in your own time, allowing you to continue with any other commitments you may have. Nothing was ever too much trouble and help was always at hand, whatever the problem."

- Sophie







## Career Development

If you're looking for a new career or to develop skills to make an impact in your current role, we offer a range of Courses that will boost motivation and help you progress.

Personal and career development is not always just about learning new technical skills; how you develop your interpersonal skills is vital too. We recognise the importance employers place on these 'softer' skills and offer a range of self and career development training courses to help you in key areas such as time management and productivity.

Time spent reviewing and developing your career is something we strongly recommend; you should do it at least once a year! This ensures you don't become bored or too immersed within your comfort zone in your current career. If you dedicate specific time to learning new skills, the investment you're making in your career will ensure you remain happy in your work and should mean you reap the benefits.

### COMING SOON!

We're excited to share some information with you about a programme that is currently in development!

#### Personal Fitness Trainer (Diploma)

The Personal Fitness Trainer diploma program is ideal for individuals looking for a career where they can stay fit and change lives. Students will develop the skills in demand by employers as the program is aligned with the current competencies published by the National Academy of Sports Medicine (NASM) in the United States. Through interactive, online learning, students will develop a broad range of skills and gain extensive knowledge from faculty with real-world industry experience.

Areas of instruction include body science, client intake and assessment, nutrition, fitness program design, motivational techniques, behaviour management, sales fundamentals, and certification exam preparation. This program is truly for anyone who wants to convert their healthy lifestyle and passion for fitness into a full-time career.

## Pitman English Diploma

### Are you looking for work and need to improve your English language skills?

This is an online training course which will help you improve key English language areas: **reading, listening, writing and speaking**. At the very beginning of the course, you'll sit a Proficiency Assessment test to ascertain your current skill level.

From here, you'll get straight into the course, choosing units or subject areas you find interesting and relevant to you. To ensure you're studying at the appropriate level, you'll resit the Proficiency Assessment every three months to track and monitor your progress. The course level will then advance as appropriate.

You can study up to three units at any one time. The topic of the units is your choice, and there is a wide ranging selection available. Each unit will comprise different activities, exercises and games, all designed to provide an interactive and enjoyable study experience.

One valuable resource you will have access to is the tutoring sessions, which you can take part in with a wider group. These sessions will be vital to help you improve your English conversational skills. The combination of the study units, practice lessons, tutorials and ongoing assessments will all assist you in building confidence in your English language skills.

#### CORE COURSES

- Pitman English
- Effective Business Communication

#### ELECTIVE COURSES (choose four)

- LinkedIn for Jobseekers
- Search Engine Optimisation (SEO) for Business
- Social Media Strategy for Business
- Google+ for Business
- Twitter for Business
- Video for Business
- Blogging for Business
- LinkedIn for Business
- Facebook for Business
- Pinterest for Business
- Instagram for Business

*Please note this course does not give you the IELTS qualification. This assessment must be organised separately at an appropriately mandated testing venue.*



**Guideline Learning Time**  
Around 75 hours flexi study

## Professional Development Diploma

### This is an exciting diploma that could open up a world of opportunity for your career. It's our most flexible diploma being fully customisable.

It puts the control in your hands, and allows you to tailor our CPD accredited, professional training, to match your exact requirements.



#### CREATE YOUR OWN LEARNING PATH

If you know the subjects you want to study but haven't quite been able to find the perfect fit for you, this diploma will give you the control and flexibility you're looking for. You can select courses from across our range to build your own training programme and gain the specific skills you're after.

The courses don't have to be chosen from the same subject category, so you could be studying a social media course, then moving on to web design training, then bookkeeping, or whatever you need. Alternatively, it may just be that you want to focus in one specialist area. Whatever works for you, this diploma will fit the bill.

From the outset, the team in your local Pitman Training Centre will work with you to help build the perfect programme.

**There is just one requirement for this diploma: the total learning hours for the programme as a whole must reach 100 hours as a minimum, which means you'll gain 100 CPD points for your learning record.**

On successful completion of your training you'll receive a prestigious Pitman Training diploma certificate to validate your skills.

#### Learning Time

**Learning hours must reach a minimum of 100 hours in total.**  
CPD: 100 points on successful completion



## Career Development courses

#### Digital Skills

This course is for people wanting to gain an understanding and grounding in using the internet, online safety and broader digital skills such as digital photography, social networking, digital media and much more. The course has been designed for those wishing to gain introductory skills in a variety of digital media.

#### Health and Safety Essentials

Unlike many other health and safety training courses, this is a flexible study course that gives you the freedom to study whenever suits you. The interactive e-learning system makes this an extremely simple and useful health and safety course. This course is for anyone who needs to learn basic health and safety rules to help keep their workplace compliant and a safe environment.

#### Pitman English

Do you want to be able to converse more fluently in English? Are you looking for work and need to improve your English language skills? Pitman English is a flexible, fun way to improve your ability. This online training course will help you improve key English language areas: reading, listening, writing and speaking.

#### Productivity Series

This online training programme looks at key areas of where you can increase your productivity - in communications, being organised, time management and more. This course is open to all, but is ideal for those working, or looking to work as Team Leader, Supervisor, Manager etc.

#### Time Management

Time management training increases your productivity and efficiency - and this is the perfect time management course for anyone who wants to get more done in less time.

Perfect for busy Senior Administrators, PAs, EAs, Office Managers, Accountants, Team Leaders, Supervisors.

This course passes on time management skills training in a simple, online format. So, unlike with other time management courses, this one gives you the flexibility of learning at your own pace.





# Marketing

Do you want to step into a marketing role, or have you set up a business which you need to start marketing to help showcase what you have to offer?

Marketing – a broad term that encompasses a vast industry with a wealth of career opportunities. Our range of marketing training courses can help you gain valuable skills that not only are employers looking for in their new recruits, but that can also help you get your own personal brand noticed!

If you're completely new to marketing, you will need to take the time to learn the basic practices and principles initially. From here you can then start to develop your experience and expertise further and delve into different specialisms that will help you define the role you'd like to achieve for your career.

Pitman Training offer marketing training that can help you put key marketing principles into practice. Whether you're looking to promote a business on social media or need to run a marketing campaign which involves direct mail, e-shots and database management, our marketing courses will show you how.

We have a few different courses that can help you learn the essentials such as Marketing Essentials, Marketing Mix and Marketing Principles and Practices. There are also courses that can help you learn some of the more detailed aspects involved with different marketing practices such as our social media training, where you can look at strategy and how to manage different social media platforms from a business perspective.

We are delighted to have joined forces with The Digital Marketing Institute to be able to offer the Professional Certification in Digital Marketing course. This is a comprehensive course, suitable for those who already have a handle on the basics, that will guide you through various digital marketing fields such as PPC, SEO and email marketing to name a few.

As well as being flexible to study, all our marketing training courses are accredited by The CPD Standards Office so you can accrue CPD points by studying with us, ideal if you are part of an organisation or association that operates a CPD initiative.

So, whether you're looking for a specific role with the marketing industry or want to gain the knowledge and expertise to cover marketing elements in your current role; our marketing courses will equip you with the skills you need to really make an impact with your audience and get your products or services recognised for all the right reasons!



## Digital Marketing Diploma

With an expanding range of channels available to market through, this diploma will help you gain a great understanding of some of the key specialisms of digital marketing.

This diploma has nine core courses which will cover the key social media platforms such as Facebook and Twitter, and a dedicated digital marketing professional course that takes you through other specialist areas such as PPC, SEO, digital display advertising, email marketing and more.

In addition to the above, an essential element of digital marketing is the ability to monitor, analyse and report on the outcomes of the actions you're taking. Things change all the time and in this digital marketing course there's a section for you to learn about analytics as well as strategy and planning. You'll also study Word, Excel and PowerPoint to make sure you can deliver your results in a top quality format.

Pitman Training offers flexible, self-paced study options. This means you can choose whether you study in one of our dedicated training centres, or combine this with studying from home or at work. The nature of our learning platform means that no matter where you choose to study, each time you log in you simply pick up from where you left off previously.

Once you've successfully completed your training you'll receive a prestigious Pitman Training certificate having also gained the Professional Diploma in Digital Marketing qualification from The Digital Marketing Institute.

### CORE COURSES

- Professional Certification in Digital Marketing
- Effective Business Communication
- Social Media
- Word or Word Expert
- Excel or Excel Expert
- PowerPoint

Choose four from the following:

- Social Media Strategy for Business
- SEO for Business
- Instagram for Business
- Pinterest for Business
- Twitter for Business
- Facebook for Business
- LinkedIn for Business
- LinkedIn for Jobseekers
- Google+ for Business
- Video for Business
- Blogging for Business

### ELECTIVE COURSES (choose two)

- Project Management Fundamentals
- Photoshop
- Marketing Essentials
- WordPress for Business
- LinkedIn for Business
- Video for Business
- Blogging for Business
- Pinterest for Business



### Guideline Learning Time

180 hours flexi study or 7 weeks full-time  
(Full-time based on approx 20-30 hours a week)  
CPD: 180 points on successful completion



## Marketing Assistant Diploma

This diploma has been developed to give you the skills you need to work in a specialist marketing or PR agency, in-house for a company with its own marketing department or take on marketing and PR responsibilities.

The world of marketing is highly competitive and the number of applicants looking to break through into this fast moving industry is always high. So if you want to stand out and get the job, you'll have to prove you've got the practical skills and knowledge required.



Every business needs loyal customers to buy or use their services in order to succeed, so the role of marketing is to strategically develop the most engaging propositions and the right method of communication needed to generate a response.

### CORE COURSES

- Marketing Essentials
- Marketing Principles and Practices
- Effective Business Communication
- Word or Word Expert
- Excel or Excel Expert
- Outlook
- PowerPoint
- Photoshop CC or InDesign CC

### Social Media

Choose five from the following:

- Blogging for Business
- Facebook for Business
- Google+ for Business
- Instagram for Business
- LinkedIn for Business
- LinkedIn for Jobseekers
- Pinterest for Business
- SEO for Business
- Social Media Strategy for Business
- Twitter for Business
- Video for Business

### Guideline Learning Time

195 hours flexi study or 8 weeks full-time  
(Full-time based on approx 20-30 hours a week)  
CPD: 195 points on successful completion





## Social Media for Business Diploma

This diploma covers how best to use all key social media platforms such as Twitter, Facebook and LinkedIn from a business perspective. You'll also look at strategy, effective communication and Marketing Essentials to give you a rounded skillset.

Our Social Media for Business Diploma covers the key areas of how to utilise social media for business purposes, and helps you see how you can make it a part of your everyday marketing. It is designed for anyone interested in marketing, event organising, for PAs developing a career, or owners of small businesses.

As a result of completing this diploma we want you to be social media savvy, and confident when it comes to online marketing. Whether this is a part of your role, or is the main focus of your job, it's never been more crucial that you can communicate well online. This diploma makes sure you're on top of your game, and don't get left behind by the online world.

With the study of this diploma you'll understand all the key social media platforms, and start to appreciate their benefits. As part of this training programme you can also tap into web design, time management and marketing skills, to really ensure you're stepping up a gear in your career. A diverse diploma, there is huge value in mastering the elements covered in this course.

### CORE COURSES

- **Blogging for Business**
- **Facebook for Business**
- **Google+ for Business**
- **LinkedIn for Business**
- **Social Media Strategy for Business**
- **Twitter for Business**
- **Video for Business**
- **Marketing Essentials**
- **Search Engine Optimisation (SEO) for Business**
- **Effective Business Communication**

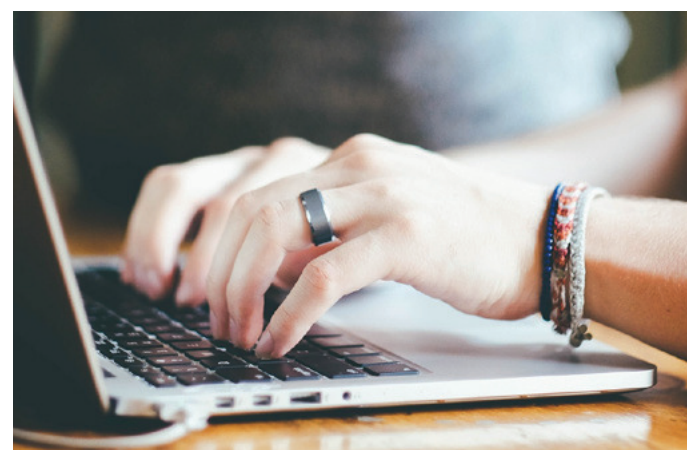
### ELECTIVE COURSES (choose two)

- **WordPress for Business**
- **Animate CC**
- **Illustrator CC**
- **Photoshop CC**
- **LinkedIn for Jobseekers**
- **Job Hunting in a Digital World**
- **Time Management**
- **Event Management Essentials**
- **Pinterest for Business**
- **Instagram for Business**

## Social Media for Business Award

Pitman Training's Social Media Award is designed for anyone interested in marketing, event organising or for PAs developing a career.

For a career in marketing, event management, or as an Exec PA, you need to be social media savvy, or you're going to get lost. The same goes if you're a small business owner. Whether using social media to market your products or services, build loyalty or provide customer service advice, you need to understand the full spectrum of tools available before deciding which to use. With our Social Media for Business Award under your belt, you'll be able to create a strategy that's highly tuned to your specific objectives.



This course has been designed to ensure you feel comfortable using Twitter, Facebook, LinkedIn and Google+ by the end of it.

We take the most popular social media platforms and work through these step by step. You can choose to delve into how using video within your social media plans can boost your SEO, and we piece all the elements together to help you see how to create effective business strategies for social media engagement. Practical skills on how to use the different social platforms, combined with communication skills to ensure you share your ideas productively, come together to make a very valuable course.

### CORE COURSES

Choose four from the following:

- **Facebook for Business**
- **Google+ for Business**
- **Social Media Strategy for Business**
- **LinkedIn for Business**
- **LinkedIn for Jobseekers**
- **Video for Business**
- **Blogging for Business**
- **SEO for Business**
- **Twitter for Business**
- **Pinterest for Business**
- **Instagram for Business**

### Guideline Learning Time

**45 hours flexi study or 2 weeks full-time**  
(Full-time based on approx 20-30 hours a week)  
CPD: **45 points** on successful completion



## Event Management Diploma

Vital for anyone who would like to be involved in organising events, the training within this diploma brings together all the elements you need to produce memorable, stress-free, successful events.

This diploma is great for those looking to work as event managers, charity fundraisers, business owners and many more roles. You'll find this diploma provides many skills that can be used throughout your career.

Event organising is a very sought after role, whether in its own right or within a wider job spec. But it's not as easy as it may first appear - and the secret is being ultra organised. It's a skill juggling multiple tasks, co-ordinating large groups of people, marketing for maximum success, and taking care of all the little details which others would forget. Have a clear plan and follow a tried and tested process and you'll revel in the challenge.

After your practical training, you'll find an increased confidence in planning and running events, and much of the stress will be reduced as you feel more in control. You'll have a formula to use for any events you run in this job, and in your future career. Nationally recognised by employers, and it also looks great on your CV.

You can also choose to brush up your design skills to help create marketing literature or improve your speedwriting for faster note taking.

### CORE COURSES

- **Event Management Essentials**
- **Facebook for Business** or **Twitter for Business**
- **Health and Safety Essentials**
- **Marketing Essentials**
- **Successful Meetings and Minutes** or **Meetings and Minutes Seminar\***
- **Social Media Strategy for Business**
- **WordPress for Business**
- **Costing and Pricing**
- **Project Management Fundamentals**

### ELECTIVE COURSES (choose two)

- **Photoshop CC**
- **Twitter for Business**
- **LinkedIn for Business**
- **Word**
- **Word Expert**
- **PowerPoint**
- **Access**
- **Team Development**
- **Speedwriting**
- **Effective Business Communication**
- **Excel**
- **Excel Expert**
- **Outlook**

\*Speak to a Course Advisor for seminar availability at your local Pitman Training centre.

### Guideline Learning Time

**120 hours flexi study or 5 weeks full-time**  
(Full-time based on approx 20-30 hours a week)  
CPD: **120 points** on successful completion



## Event Management Award

A more condensed version of the longer diploma, the Event Management Award will help you gain an increased confidence in planning and running events.

Priceless for anyone involved in organising events, the training within this award brings together all the elements you need to produce memorable, stress-free, successful events.



Event organising is not as easy as it may at first appear! Effective event organisers are highly sought after, whether it is a specialist role or included within a wider Administration, EA or PA role.

When you are organising any event, you quickly discover that it's a real skill to be in command of all the tasks involved, including the co-ordination of large groups of people, marketing the event for maximum success, whilst ensuring that you take care of all the little details and special requests that others would forget.

You will learn to work with a clear plan for events and follow tried and tested processes as you revel in the challenge.

### CORE COURSES

- **Event Management Essentials**
- **Social Media Strategy for Business**
- **Project Management Fundamentals**

### Social Media

Choose one from the following:

- **Facebook for Business**
- **Google+ for Business**
- **LinkedIn for Business**
- **LinkedIn for Jobseekers**
- **Video for Business**
- **Blogging for Business**
- **SEO for Business**
- **Twitter for Business**
- **Pinterest for Business**
- **Instagram for Business**

### Guideline Learning Time

**50 hours flexi study or 2 weeks full-time**  
(Full-time based on approx 20-30 hours a week)  
CPD: **50 points** on successful completion





# Marketing courses

## Blogging for Business

This course starts by exploring and using other people's blogs to gain exposure, to creating and managing your own blog, producing and distributing posts through social media channels, and building a network of fellow bloggers.

## Certified Digital Sales Professional

This course will introduce you to digital selling and how you can transform your existing sales techniques. You will learn how to devise and execute an advanced digital selling strategy.

## Event Management Essentials

Learn some tricks of the trade and really get to grips

## Facebook for Business

Looking at how businesses can maximise their social media presence, we look at the whole spectrum of opportunities that this social media platform offers a business.

## Google+ for Business

Google+ for Business is an online course that takes the mystery out of one of the most under-utilised social media platforms.

## Instagram for Business

The Instagram course will help you learn more about the image sharing platform and how it can help with business marketing.

## LinkedIn for Business

This course is designed to bring you up to speed with using LinkedIn in a business environment.

It guides you through how to get the most out of the platform, helping you to capitalise on the millions of contacts within arm's reach.

## LinkedIn for Jobseekers

If you're looking to maximise your reach and network whilst searching for a new role, this course will give you valuable advice and guidance on making sure you're using LinkedIn to its fullest.

## Marketing Essentials

You'll cover topics such as understanding what a marketing plan is, how to carry out appropriate research, how websites are designed to market the company, effective advertising and more.

## Marketing Mix

This e-learning course will help you understand the different elements of the marketing mix as well as the key marketing principles of product, price, place and promotion.

## Marketing Principles and Practices

This will help you become confident in understanding the real function and nature of marketing.

## Pinterest for Business

This Pinterest course will give you a great understanding on how to best utilise this visual, image-sharing platform from the point of view of a business.

## Professional Certification in Digital Marketing

An innovative course which focuses on the different aspects involved in digital marketing. You'll look in detail at SEO, PPC, digital display advertising, email marketing, social media marketing, mobile marketing, analytics, strategy and planning. This is essential training for anyone looking to learn more about the intricacies of digital marketing who want to either progress their existing marketing career or build the skillset required to move into this industry.

## Search Engine Optimisation (SEO) for Business

This is a short online course that starts to take the mystery out of Search Engine Optimisation (SEO) so you can understand how you can use it to your advantage.

## Social Media Strategy for Business

This course will help you formulate the right strategy for your business to effectively market to your target audience.

## Twitter for Business

This is a short online course that takes you through the basics of how to get started on this popular social media platform, enabling you to use effectively for a number of different purposes.

## Video for Business

This short online course walks you through the technical aspects you need to know to create professional business videos, and also help to understand how this fits into the wider marketing mix.



Polly came to speak to Pitman Training for advice on her career and training required to achieve her goal. Polly chose courses to develop her skills further, including: Meetings and Minutes Seminar; Teeline Shorthand and Microsoft Access.

We supported Polly throughout her training, teaching her touch typing, increasing her typing speeds to 70 wpm. We also helped with her Microsoft courses.

After an interview with Southampton University Polly has now secured a role thanks to her new qualifications and skills.

**Polly Lu**



## HELP IS ALWAYS ON HAND

We want to help you achieve your goals, so for individual guidance and advice about the best options for you and your career plans, don't hesitate to get in touch with one of our friendly Course Advisors in a centre near you.

If you've no centre within reach, don't worry, we can still help and are able to offer distance learning options for anyone who would prefer that method of study.



# IT Training

Get to grips with one of the most fast-paced career choices out there, and have the opportunity to lead where technology goes next.

**Get technical with our range of IT Courses which will enable you to take your career into the future. Build your career in the installation of IT software and devices, repairing systems, upgrading software, troubleshooting issues and being the technical expert who everybody needs!**

Build your IT skills and create a desirable CV which will help you land your next role, or enhance your current position. Pitman Training IT courses will help you to understand the technical jargon, see past the wires, and understand the fundamental elements of technology which operate in the majority of global offices.

From laptops to PCs running on Windows operating systems, or Cloud Computing, our IT course range truly does have something for everyone. By studying Pitman Training's IT courses, including Network +, A+, CompTIA Cloud + or MTA Networking Fundamentals, you could be en-route to a new career as a System Administrator, or Network Support Technician.

Some of the key areas our IT courses will teach you include how to handle essential computer maintenance, manage PCs, manage operating systems and networks, support LANS and internet access set up, communicate well with all types of users, and project manage IT developments.

Talk to one of our local Course Advisors today who can help you define which IT courses will suit your career goals. All of our IT courses have been accredited by the CPD standards office, which enables you to gain CPD points recognised by employers.

## COMING SOON!

We're excited to share some information with you about courses that are currently in development!

### Introduction to Blockchain and Smart Contract Technology (Course)

Blockchain is an exciting and emerging technology. In this introductory course, students will gain a thorough knowledge of what Blockchain is and how it works with a focus on Ethereum and Smart Contracts. Students will become proficient with the Solidity programming language and develop several Smart Contracts during the course. In addition, students will gain industry knowledge of where Blockchain is being used today and what constitutes a strong use case for Blockchain technology.

### Blockchain Application Development (Course)

Blockchain is an exciting and emerging technology. The demand for Blockchain developers is strong, and it is poised to increase exponentially as the technology gains greater adoption throughout the world. In this course, students will develop an in-depth understanding of what Blockchain is and why it matters, and they will gain extensive experience with leading web and Blockchain application technologies, including ReactJS, Web3JS, Solidity, JavaScript, Truffle, Ganache-cli, Metamask, and more. Students will develop Blockchain-powered, full-stack, decentralized web applications from scratch, following best practices in the industry. This is a truly immersive course that will give students the confidence and skills to further pursue Blockchain application development.

# Career Roadmap

Our roadmap helps to provide guidance for the skills required in each sector outlined. These are for illustration purposes only, our Course Advisors can provide a tailored plan to suit your goals.





## Advanced IT Support Technician Diploma with CompTIA

The Advanced IT Support Technician Diploma could be your route to a job as a Network or System Administrator. It's intended for anyone already in an IT role who has a responsibility for network maintenance and management.

The IT profession is one with many levels of expertise - if you're one of the best, prove it to employers. Build your diploma to suit your needs with a bespoke training plan and take control of your career.

Our Advanced IT Support Technician Diploma is recognised by employers nationally and internationally. As we build your diploma around your experience and career goals, you're guaranteed to get real value out of your training, as you gather skills that will help you progress. This diploma paves the way for new doors to open within the IT industry, for those with a real passion for IT.

Many of our students have used their diplomas as a stepping stone to a promotion, having proved to employers the scope of their skills. This has increased their earning potential and allowed them to work doing something they love. Our training is valued due to its practical nature and flexible format and it puts you in control.

Our team is here to help you establish the skills that you'd like to focus on, with your end goal in mind. Then, work your way through the course, at home, from work, or in a local centre, at a pace to suit you. We're here to help, whichever way you choose to do it.

*\* Please note vendor specific exams may need to be arranged separately. Please speak with your Course Advisor for full details.*

### CORE COURSES

- A+ Series 2016
- Network+
- Security+

### ELECTIVE COURSES (choose one)

- MTA Database Administrator Fundamentals
- CompTIA Cloud+
- Communication Skills for IT Specialists
- MTA Server Administration Fundamentals
- MTA Security Fundamentals
- Project Management Fundamentals
- CCNA Security
- Routing and Switching Fundamentals Series CCNA

CompTIA

#### Guideline Learning Time

250 hours flexi study or 10 weeks full-time

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

CPD: 250 points on successful completion



## Advanced IT Security Engineer Diploma with CompTIA

Gain an in-depth knowledge around the tools available to detect and prevent security threats, as well as analysing how and why security breaches may have occurred.

Ideal for those already working in an IT environment, this training will focus specifically on the area of IT security. You'll study core courses such as Security+, CompTIA Advanced Security Practitioner (CASP) and MTA Security Fundamentals.

This diploma covers a breadth and depth of subject matter. Focusing specifically on the area of IT security, you will gain an in-depth knowledge around the tools available to detect and prevent security threats, as well as analysing how and why security breaches may have occurred.



Depending on the core subjects you choose to study, you could gain IT qualifications such as the Microsoft MTA Security Fundamentals certification (exam 98-367), or an expert level CompTIA security certification, Advanced Security Practitioner (CASP).

### CORE COURSES

- MTA Security Fundamentals
- Security+
- CompTIA Advanced Security Practitioner

### ELECTIVE COURSES (choose one)

- Routing and Switching Fundamentals Series CCNA\*
- Network+

*\* Choosing this elective may incur an additional surcharge.*

CompTIA

#### Guideline Learning Time

230 hours flexi study or 9 weeks full-time

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

CPD: 230 points on successful completion



## IT Support Technician Diploma with CompTIA

This diploma will help you learn how to install, repair, upgrade and maintain PCs and operating systems. A great choice if you're looking for a career in IT support.



Our IT Support Technician Diploma is ideal if you're looking for a role within a company's IT department, retail computer store or if you want to carry out home repairs. A great option if you're looking to go on and gain a reputable CompTIA Certification.

IT Technicians hold one of the most important jobs for any company. It will be your role to keep computers and related systems running smoothly and efficiently. You could be responsible for fielding telephone calls or responding to help-desk messages from individuals who are experiencing problems with their computers. The role of IT Support Technician is vital within any business and with our diploma your skills will be highly in demand. You'll be a valued member of the team, keeping computers running smoothly and precious data protected.

*\* Please note vendor specific exams may need to be arranged separately. Please speak with your Course Advisor for full details.*

### CORE COURSES

- A+ Series 2016
- Communication Skills for IT Specialists
- Project Management Fundamentals

### ELECTIVE COURSES (choose two)

- MTA Database Administrator Fundamentals
- MTA Networking Fundamentals
- MTA Server Administration Fundamentals
- MTA Security Fundamentals

CompTIA

#### Guideline Learning Time

205 hours flexi study or 8 weeks full-time

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

CPD: 205 points on successful completion



## Network Support Technician Diploma with CompTIA

If you already possess a good basic level of IT skills, this diploma can help you progress to the next level. It focuses on how to ensure an IT network is built, managed and maintained effectively.

The opportunities for employment within the area of network support are enormous as businesses continue to grow and utilise the technology available to them. These are vital roles to ensure the smooth running of businesses reliant on their network and IT systems. So, if you're looking for a challenging new role where your skills are always highly in demand, our Network Support Technician Diploma could be the ideal choice for you.



Our Network Support Technician Diploma is ideal if you want to take your existing IT skills to a whole new level. You'll have the desire to work under pressure, offering support when it's needed - ensuring network systems run smoothly.

A Pitman Training diploma is one of the most prestigious diplomas you can complete from one of the most highly regarded training organisations across the world. Businesses worldwide recognise the Pitman Training name as a sign that you have been trained to the very highest level. With your Network Support Technician Diploma, you'll be able to manage, maintain, troubleshoot, install, operate and configure basic network infrastructure.

### CORE COURSES

- Network+
- MTA Security Fundamentals
- MTA Server Administration Fundamentals
- Communication Skills for IT Specialists

### ELECTIVE COURSES (choose one)

- MTA Database Administrator Fundamentals
- Project Management Fundamentals
- CompTIA Cloud Essentials

CompTIA

#### Guideline Learning Time

160 hours flexi study or 7 weeks full-time

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

CPD: 160 points on successful completion





# Server Support Technician Diploma with CompTIA

If you're looking to start your career and are interested in learning how to manage and maintain IT servers, this is a great training programme. It could lead to a rewarding career in IT server support.

If you're looking for training which can help you achieve the CompTIA Network+ certification, this diploma is ideal. It will help you to become a certified Server Support Technician. A Server Support Technician offers a specialist service in developing, maintaining, analysing and repairing server IT systems.



This diploma will give you the skillset required to be able to handle any request with confidence. It will help anyone looking for a career in IT gain valuable and industry-standard skills to be able to confidently manage server systems.

With this diploma you'll study two main core courses all designed to help you become confident in setting up, maintaining and managing server hardware and software. If you want to achieve your CompTIA Network+ certification, we have a recommended set of electives which will put you in the ideal position to go on and gain this renowned IT certification\*. This diploma will ensure you meet the industry standard to be a successful Server Support Technician.

\* Please note vendor specific exams may need to be arranged separately. Please speak with your Course Advisor for full details.

## CORE COURSES

- Network+
- MTA Server Administration Fundamentals

## ELECTIVE COURSES (choose one)

- MTA Database Administrator Fundamentals
- Project Management Fundamentals
- Communication Skills for IT Specialists
- Windows Server 2012 Administrator

CompTIA

### Guideline Learning Time

120 hours flexi study or 5 weeks full-time

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

CPD: 120 points on successful completion



# Diploma in Software Development

The Diploma in Software Development is for any aspiring software developer or programmer out there who wants to learn the core skills needed to work as a coder.

We have partnered with Code Institute to bring you a world-class learning experience where you will gain globally transferable skills as well as a valuable industry qualification.

Your training focuses on practical, skills-based learning over theory. There are no exams, you will be assessed on five milestone projects of your own creation. These projects comprise your portfolio, which will be an invaluable asset in seeking employment.

A mentor and team of tutors will support your learning. Lessons take place on Code Institute's world-class online learning platform. The system is intuitive and takes you through the course step-by-step using bitesize tutorial videos, alongside tasks and quizzes to help you learn how to design, develop and debug your own code.

### Stream Zero: Introduction to Software Development.

Including: HTML, CSS3, Python.

### Stream One: Designed for students to develop a proficiency with Front End coding technologies and languages.

Including: HTML5/CSS3, JavaScript Libraries including JQuery, DS.js, Front End Frameworks including Bootstrap and Angular JS, Use Git to Maintain, Upload and Share Code with other developers, Understand and Implement Responsive Design and UX Best Practices, Use Industry-standard Integrated Development Environments such as Sublime Text, Teamwork and Collaboration through Classroom Exercises.

### Stream Two: Designed to develop student proficiency in Back End development technologies.

Including: Python Programming, Industry Standard Integrated Development Environments like PyCharm, Debugging Code, Unit Testing, Classes and Objects, Access and Manipulate Data Effectively including Structured and Unstructured Data using MongoDB and MySQL Databases, Use the Flask Micro Framework, Data Visualisation Creation, Teamwork and Collaboration Through Classroom Exercises.

### Stream Three: Will develop skills in the integration of modules.

Template Creation, Blog Creation, Message Board/Forum Creation, Polling Application Creation, Implement Authentication and Security Features, Enable E-commerce Payment Systems Including Stripe and Paypal, Learn Advanced Database Transactions, Become Skills in Integration Testing, Full Stack Application Deployment.

code  
institute

### Guideline Learning Time

420 hours flexi study or 17 weeks full-time

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

CPD: 420 points on successful completion



# Programming Fundamentals Diploma

If you are new to the world of coding and computer programming and are keen to pursue a career in this field, this online programming training course will help you learn how to use various programming and development tools to build apps, power websites and more!

If you have an analytical mind, problem solving skills and a passion for all things digital, this might be a rewarding career choice.

Smartphones, laptops, PCs, websites and video games all run digitally scripted programs and, as the digital revolution continues, the reach of computer programming has been so significant we now see it playing a part in in other frequently used items such as cars, household appliances and watches.

With such a widespread growth in the demand for programming there is a demand for knowledgeable, qualified programmers who can not only write software programs but test, develop and maintain them as well.

If you're new to computer programming the prospect of learning how to write a digital script from scratch could be a daunting prospect. There are six core courses that you will study that will introduce you to programming concepts and then guide you through the different languages such as HTML, CSS, Python, Java and JavaScript. You will then select one additional elective course to complement the core training and that suits your personal aspirations and requirements.

It's a really flexible diploma to study and you can access the training online, at a time and place that suits you. You could study at home, work or in any of our local training centres.

## CORE COURSES

- Introduction to Programming Concepts
- MTA Introduction to Programming using HTML and CSS
- MTA Introduction to Programming using JavaScript
- MTA Introduction to Programming using Java
- MTA Introduction to Programming Using Python
- MTA HTML5 Application Development Fundamentals

## ELECTIVE COURSES (choose one)

- Linux+ Part 1
- Project Management Fundamentals

### Guideline Learning Time

240 hours flexi study or 9 weeks full-time

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

CPD: 240 points on successful completion



# IT Training courses

## A+ Series 2016

This is a great course suitable for beginners to the IT industry. Gaining the A+ qualification is essential for anyone looking to pursue a career in IT support for roles such as IT Support Technician, PC Support, IT Helpdesk Engineer etc.

## Advanced Security Practitioner (CASP)

This CompTIA CASP training focuses on providing you with an advanced understanding of security topics as well as theoretical instruction/demonstrations in designing and engineering security solutions.

## CompTIA Cloud Essentials

This course is for those already working in IT who would like to further their technical understanding of cloud computing. It's also suitable for anyone looking to work in the IT industry as an IT Technician or IT Consultant.

## CompTIA Cloud+

The CompTIA Cloud+ course is designed for those that already have experience in the IT industry and who now wish to work in a cloud computing environment and need technical understanding of cloud infrastructure and environment.

## Java Programming

Suitable for beginners, you'll gain an insight into the significance of object-oriented programming, the keywords and constructs of Java programming language.

## MTA Database Administrator Fundamentals

MTA Database Administrator Fundamentals is the first step on the path to becoming a Microsoft Certified Database Administrator or Database Developer. This is an entry-level course for anyone looking for a career in IT and will help you prepare for the Microsoft exam, 98-364.

## MTA Networking Fundamentals

This course is designed to give those embarking on a career in the IT industry a basic understanding of the concept of networking. It is a great option if you want a job managing Microsoft Windows servers or indeed work within an IT Support Network or Administrator role.

## MTA Security Fundamentals

If you're working towards a career as an IT Security Specialist working with Microsoft Windows servers and network operating systems, the MTA Security Fundamentals course from Pitman Training is the perfect choice.

## MTA Server Administration Fundamentals

This entry level training course is designed to help you gain a good solid understanding of what you'll need to take the first step towards a career in the IT industry.

## Network+

The Network+ course will give you all the knowledge and skills you need to get a job as a Network or System Administrator. You will also gain necessary skills needed to gain a Network + certification.

## Routing and Switching Fundamentals Part One CCENT

The course is designed to give you the knowledge that you need to go on to become a Cisco Certified Entry Networking Technician. You'll gain the essential skills of being able to plan, configure, and operate simple WAN and switched LAN networks.

## Routing and Switching Fundamentals Part Two ICND

This course designed to get you ready to take the Cisco ICND 200-105 exam. The course is designed to give you all the knowledge that you need to go on to become a Cisco Certified Entry Networking Technician.

## Security+

This course will help you progress your IT and network administration knowledge and help you understand systems security. Successful completion of this course means you would be well placed to go on and gain the CompTIA Security+ qualification (SYO-401).

## Windows Server 2012 Administrator

The Windows Server Administrator course will give you the knowledge required to be able to learn how to deploy, manage and maintain servers.

## Windows Server 2012 - MCSA Series

There are three main subject areas within this course, Windows Server 2012 Configuring Advanced Services, Installation and Configuration and Administrator course.





## Web Design & Photoshop

Web and graphic design is more in demand than ever and many companies now prefer to have in-house team members with design skills, rather than outsourcing to agencies.

### WEB DESIGN TRAINING

Whether you are looking to build a site for your own start-up, or need to update your skills to maintain a site for your employer, our web design course range will arm you with the skills required to learn the techie jargon, and build a site from scratch. We also have a number of courses which will enable you to enhance the creative look and visibility of the websites you go on to create. Skills in this discipline will continue to be in demand, but it's crucial to ensure you are up to date with the latest technological developments and best practice.

Through training in website design, Dreamweaver, and a range of other industry standard software programs, you can be confident you will gain the digital skills required to land your dream job as a Web Designer.

### GRAPHIC DESIGN TRAINING

If you have a natural creative flair and are thinking about applying that to your career, becoming a Graphic Designer would be a great way to use your abilities. Learning skills in essential Adobe packages such as InDesign, Photoshop and Illustrator, you'll learn practical, transferable skills that can help you start your career in graphic design. Our graphic design courses enable you to master the most up to date creative industry software, and allow you to explore the different elements which will enable you to create innovative designs for anything; from websites to marketing materials both online and offline!

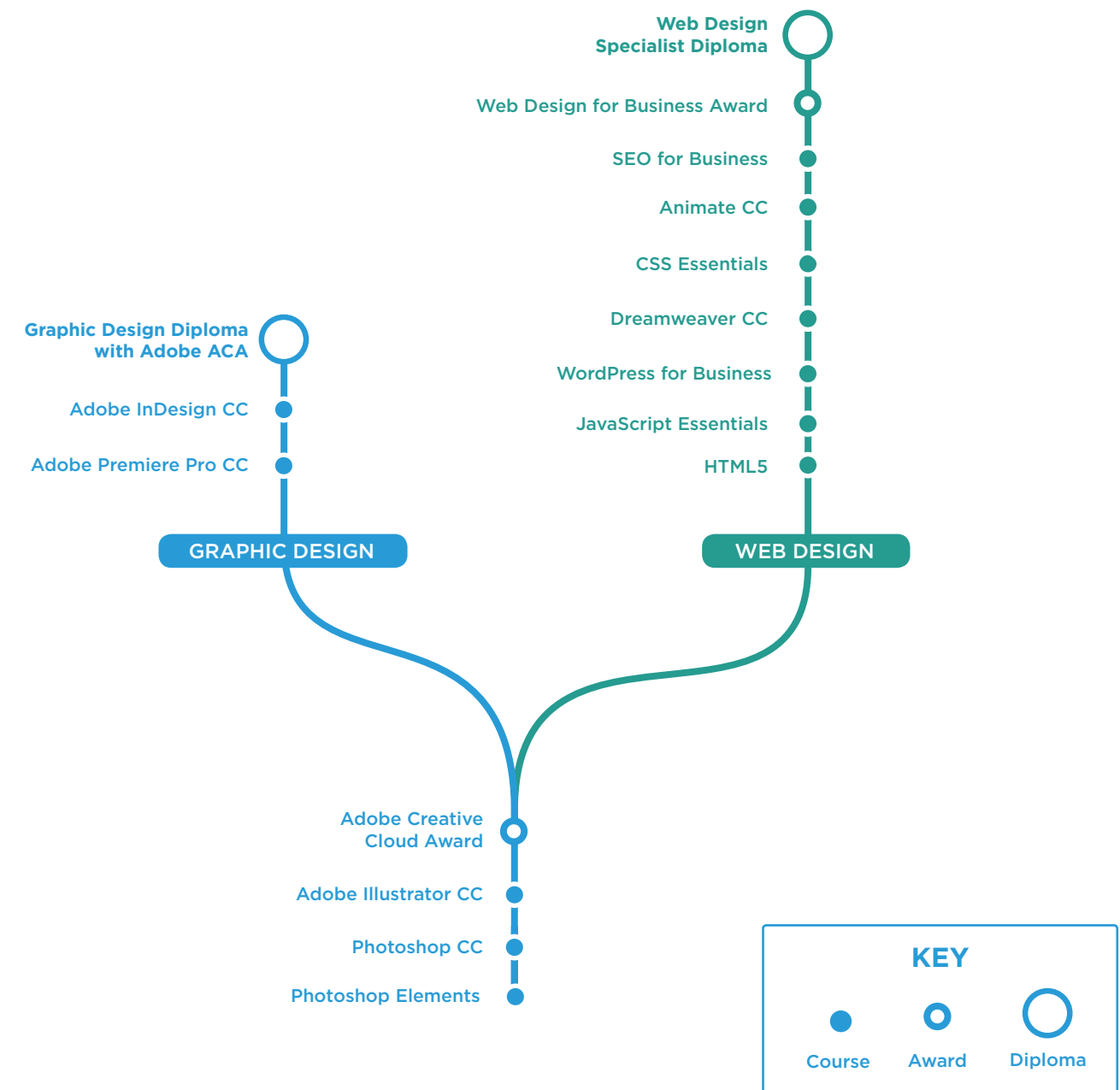
### PHOTOSHOP TRAINING

Used by many creative professionals, including Graphic Designers and Web Designers, Adobe Photoshop is the most popular professional designer software package used in the creative industry, enabling users to edit, manipulate and transform images. Studying a Photoshop course with Pitman Training provides you with a great opportunity to master the essential skills required to pursue a career as a Graphic Designer, Web Designer, or similar roles in the creative industry. You will have the flexibility to study at your own pace in your own time, and gain a certificate which is widely recognised amongst the professionals in the industry.



## Career Roadmap

Our roadmap helps to provide guidance for the skills required in each sector outlined. These are for illustration purposes only, our Course Advisors can provide a tailored plan to suit your goals.



## Adobe Creative Cloud (CC)

Designer, Photographer, Filmmaker or dreamer. No matter who you are, Creative Cloud gives you the world's best creative apps so you can make just about anything you want, wherever inspiration takes you.

Pitman Training offer the full suite of Adobe design software training including the Creative Cloud version of all main applications, so you can be sure your knowledge will be up to the minute.





## Graphic Design Diploma with Adobe ACA

This diploma is a great training choice for anyone new to the Graphic Design profession who is considering a career in the industry. The flexible online training helps make achieving your goal of attaining a career in design possible.

If you have a natural and creative flair and are thinking about applying that to your career, becoming a Graphic Designer would be a great way to use those abilities. Learning skills in essential Adobe packages such as InDesign, Photoshop and Illustrator, you'll learn practical, transferable skills that can help you start your career in graphic design.



All the courses can be studied online so that you can fit your studies around your existing commitments. Once you've completed all the subjects, you'll gain a prestigious Pitman Training diploma certificate which proves to employers that you've gained industry skills, that are in high demand.

### CORE COURSES

- **WordPress for Business** or **Dreamweaver CC**
- **Photoshop CC**
- **InDesign CC**
- **Illustrator CC**

### ELECTIVE COURSES (choose two)

- **Animate CC**
- **Premiere Pro CC**
- **Marketing Essentials**
- **Project Management Fundamentals**
- **Powerful Presentation Skills**



#### Guideline Learning Time

**145 hours flexi study or 6 weeks full-time**  
(Full-time based on approx 20-30 hours a week)  
CPD: **145 points** on successful completion



## Web Design Specialist Diploma

In this diploma, you'll learn essential skills covering industry-standard software so you can get your dream job, within either a specialist web design agency or in-house for a company with a creative department.

If you're a creative person with an eye for design and a passion for technology, the Web Design Specialist Diploma is a great choice. The world of digital offers enormous opportunities as businesses continue to embrace the wealth of new technology available to them.

This role will allow you to not only express your creative side, but also helps you gain the technical knowledge that is required to make things happen online. With our Web Specialist Diploma, your skills will be increasingly in demand as the world of new technology continues to grow.

If you're interested in a career where you can combine your creative flair with strong technology skills, our Web Design Specialist Diploma could be the right choice for you. You'll learn essential skills covering industry-standard software so you can get your dream job within either a specialist web design agency or in-house for a company with a creative department.

With your completed diploma you'll be able to apply for jobs with the confidence that you have the skills needed to design websites, work with HTML code, and if you select it as an elective, gain an understanding of Animate CC for all types of web browser.

### CORE COURSES

- **Dreamweaver CC** or **WordPress for Business**
- **Photoshop CC**
- **Introduction to HTML** or **HTML Fundamentals**
- **HTML5 Fundamentals**
- **JavaScript Essentials**
- **CSS Essentials**

### ELECTIVE COURSES (choose two)

- **Fireworks Fundamentals**
- **Google+ for Business**
- **Blogging for Business**
- **Search Engine Optimisation (SEO) for Business**
- **Project Management Fundamentals**
- **Animate CC**
- **MTA Introduction to Programming using JavaScript**
- **MTA Introduction to Programming using HTML & CSS**

#### Guideline Learning Time

**180 hours flexi study or 7 weeks full-time**  
(Full-time based on approx 20-30 hours a week)  
CPD: **180 points** on successful completion



## Adobe Creative Cloud Award

The Creative Cloud suite includes Dreamweaver CC, Photoshop CC, Illustrator CC, InDesign CC, Animate CC and Premiere Pro CC. This award lets you choose any three of these programs to tailor the training to your requirements.

This is a great award for anyone considering a career as a Graphic Designer. It's also ideal for anyone who needs to work on and produce professional looking graphics, materials, videos or other online content such as Marketing Assistant, Web Designer or Video Editor.

Adobe Creative Cloud (CC) is the latest version of their renowned suite of software programs that enables you to create, edit and publish websites, edit photographs, create marketing materials and video and audio content.



For anyone looking for a career in web design, graphic design or video editing, this award can help you gain top-notch practical skills to apply in your new career. The study of this award will provide you with skills valuable to employers looking for Marketing Assistants or Junior Designer/Artworkers.

Eventually, with further study, you can enhance your digital creative career further towards roles such as Graphic Designer or Web Designer for example.

### CORE COURSES (choose three)

- **Illustrator CC**
- **Animate CC**
- **InDesign CC**
- **Premiere Pro CC**
- **Photoshop CC**
- **Dreamweaver CC**



#### Guideline Learning Time

**90 hours flexi study or 4 weeks full-time**  
(Full-time based on approx 20-30 hours a week)  
CPD: **90 points** on successful completion



## Website Design for Business Award

Want to understand how to design and build a business website?

Whether you want to learn web design to start a new career, or simply want to expand your skillset and be able to confidently liaise with website developers, our Website Design for Business Award will give you all the skills you need.

For any business, having a professional website is essential. A business website is the key focal point for brand awareness, customer engagement, customer communication and, quite often, sales.

This award can be studied in centre or completely online so you can choose when and where you would like to study. As with all our training, it is self-paced so you work through each section in your own time, giving you the ultimate flexibility and ability to build and expand on your website design knowledge.

### CORE COURSES

- **JavaScript Essentials**
- **CSS Essentials**
- **HTML Fundamentals** or **HTML5 Fundamentals**



#### Guideline Learning Time

**80 hours flexi study or 3 weeks full-time**  
(Full-time based on approx 20-30 hours a week)  
CPD: **80 points** on successful completion





# Web & Graphic Design courses

## Animate CC

The Adobe Animate CC course will help you learn how to create online animations. Such animations are found all over the internet on websites, online videos, video games, advertisements, cartoons etc. It is an essential program for anyone wanting to work in a creative online animation role.

## CSS Essentials

If you're interested in a career in web design, this course will help you learn how to work with the CSS (Cascading Style Sheets) language. This common language gives you more control over how your web pages look and appear.

## Dreamweaver CC

Dreamweaver is a common program used in the web design industry. Through the study of this course you will build your knowledge and practical experience in the CC version of this renowned program.

## Fireworks Fundamentals

This Fireworks course allows you to learn essential skills needed to create expressive, highly optimised graphics for the web or any device. On completion of this course, you will receive a Pitman Training course completion certificate.

Not only that, you'll have highly sought after skills that will enable you to enhance an existing career as a web developer, or confidently embark on a new career.

## HTML Fundamentals

HTML is a common language used for website creation. If you're aspiring towards a career as a Web Developer or Web Designer, then having practical experience and proven knowledge in this area is essential and this course will teach you the basics to help you build attention-grabbing websites.

## HTML5 Fundamentals

HTML5 Fundamentals teaches you all of the newest syntax and basic principles behind the latest features of HTML. Our expert explains how HTML5 tags and attributes are used to format content and add multimedia to your web pages.

## Illustrator CC

To work as a Graphic Designer, there are many industry standard packages that you'll need to master and Illustrator is one of the most commonly used software programs.

The Illustrator CC course is for anyone who is looking to work as a Graphic Designer, Artist, Web Designer or Web Developer and is suitable for those at beginner level.

## InDesign CC

If you want to embark on a career as a Graphic Designer or Art Director, InDesign is a publishing program you'll need to learn how to master. This course teaches the Creative Cloud version.

## Introduction to HTML

If you want to learn HTML code to allow you to create your own websites, either for yourself or for work, this is a great course to start with that will take around 10-12 hours to complete.

## JavaScript Essentials

If you're working towards a career as a Web Designer, JavaScript Essentials will give you a great foundation and allow you to fully utilise the features of JavaScript language.

## Photoshop CC

Photoshop is a popular image editing application to create and manipulate images for the web and for print. This is a fully flexible self-study programme which looks at the CC version.

## Premiere Pro CC

This course covers all aspects of Premiere Pro, including: learn and understand the three phases of video production; pre-production / planning, production, editing / post-production, and how to work using Adobe Story.

## Photoshop Elements

This course will help you to be able to edit photographs and use animated features to create amazing photos and share them via social networks.

## WordPress for Business

Our online WordPress for Business training course is specifically designed for those wishing to learn how to create a business-focused website. You'll learn about designing a site and how to physically create a website.



# Partnerships

Pitman Training is not only highly respected in its own right, but our courses and diplomas are also accredited by a number of key bodies:



## AAT (The Association for Accounting Technicians)

AAT is the UK's leading qualification and membership body for accounting and finance staff. Members include people working in accountancy, students and self-employed business owners.



## CompTIA

CompTIA's vendor-neutral certifications are a great way to break into the information technology field because they provide a broad knowledge base and are not limited to only one product or company. Let Pitman Training help you achieve CompTIA certification.



## BCS (Chartered Institute for IT)

Pitman Training has worked successfully with BCS for many years - BCS are behind the qualifications we offer with a number of our courses, for example ECDL.



## Digital Marketing Institute (DMI)

The Digital Marketing Institute is the global certification standard in digital education. With professionals certified in over 80 countries worldwide, the industry approved qualification is the most widely taught digital certification in the world.



## BSI (British Standards Institute)

Pitman Training Group Ltd is audited annually for this kite mark of international quality standards.



## ECDL

The European Computer Driving Licence® (ECDL) is the European-wide qualification which demonstrates competence in computer skills. Pitman Training centres offer ECDL. No prior knowledge of IT or computer skills is needed to study the ECDL.



## The Chartered Institute of Legal Executives (CILEX)

The Chartered Institute of Legal Executives (CILEX) is the professional association and governing body for chartered legal executive lawyers and other legal practitioners.



## City & Guilds

Many Pitman Training centres are registered City & Guilds examination centres to offer learners the chance to gain Medical Terminology qualifications.



## The CPD Standards Office

Many training programmes provided by Pitman Training are CPD (Continuing Professional Development) accredited by the CPD Standards Office, and you will receive a certificate for your formal CPD records, which confirms the CPD points you have gained training with us.



## Code Institute

Code Institute is dedicated to bridging the tech skills gap, and the productivity gap between developers and non-technical professionals. Through their Edinburgh Napier University credit-rating they are dedicated to producing career-ready developers through their mentored online or classroom programme.

## Microsoft® IT Academy Program Member

### Microsoft IT Academy

Many of our training centres have Microsoft IT Academy status.



### Microsoft Office Specialist (MOS)

Microsoft Office courseware produced by Pitman Training follows the relevant Microsoft Office Specialist syllabus. Students may take a MOS test after successfully completing one of our Microsoft courses.



### Oxford Cambridge and RSA Examination Board (OCR)

The majority of Pitman Training Centres are OCR registered. Students are therefore able to progress to take OCR examinations in a variety of subject areas.

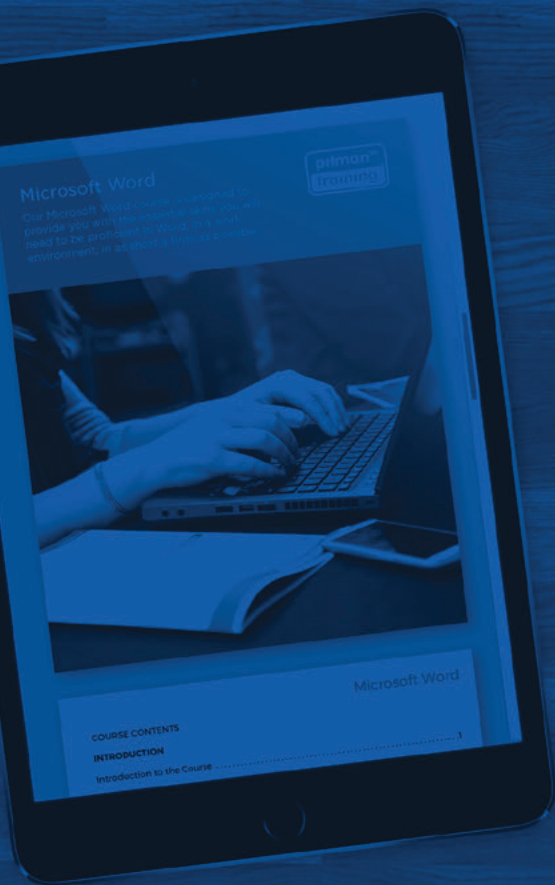


# Transforming careers. Changing lives.

The prestigious Pitman Training name is highly regarded by employers worldwide and signifies that you have been trained to the highest level.

With your Pitman Training certification you'll be able to demonstrate that you have the essential work-ready skills needed and have been trained by the very best.

- Flexible training you can fit around work and family commitments
- Support whenever you need it from our friendly Course Advisors
- The skills in demand by employers
- Confidence that you're one step closer to your dream job, promotion or new career



Speak to a Course Advisor on:  
**020 7256 6668**  
or visit:  
[www.pitmanlondon.co.uk](http://www.pitmanlondon.co.uk)

