

Pitman 2000 Beginners

Objectives: Comprehensive speeds of up to 50 wpm.

Designed for: Individuals who want core skills in a widely recognised shorthand system, as an alternative to Teeline Shorthand.

Prerequisites: None.

Course Content:

- An introduction to Pitman 2000
- Vocabulary extension and speed development of up to 50 wpm
- A certificate is issued upon successful completion of all the tests

Benefits:

- Core secretarial skills, with shorthand speeds up to 70 wpm
- A alternative to Teeline Shorthand, requiring higher standards of English and grammar
- Easier and quicker to learn than the Pitman New Era option
- A choice of training locations and times, and the flexibility and value of self-study training methods that allow for different learning speeds and styles
- A personalised workbook, with glossary and hands on exercises, which compliments the audio-visual materials (tapes), to provide step-by-step learning.
- The opportunity to gain a widely recognised qualification, a Pitman Certificate

Duration: 60 hours

What Next?

- Shorthand Speed Development
- Typaz
- Microsoft Word
- Microsoft Excel

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

City of London: 020 7256 6668 **Oxford Circus: 020 7580 1651**

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▶ Secretarial & PA ▶ Administration ▶ Personal Development ▶ Shorthand ▶ Bookkeeping & Accounts