

The **Big** **BOOK**

Ireland

Your guide to our full range
of Diplomas, Awards,
Courses & Seminars



Transforming careers,
changing lives – it's what we do!



Get the Pitman Advantage™

A Brief History of Pitman Training

Pitman Training is one of the leading training providers, offering specialist career focussed 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.

The cornerstone of our offering is our Diploma Programme. This provides exceptional, cost effective and flexible office and IT training for thousands of people every year throughout Ireland and across the world.

Every year, many thousands of former Pitman Training learners 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.

Contact us today on **1800 532632** or go to **www.pitman-training.ie** to find your nearest training centre.

If you require a copy of this prospectus, or certain aspects of it in an alternative format, please contact Pitman Training on 1800 532632.



Get the Pitman Advantage™

Career focussed, flexible learning

At Pitman Training we place importance on being able to offer flexible, self-paced training, which is tailor-made to fit around your current work commitments and lifestyle. Our local course advisors are also on hand to give you all the help and support you need along the way.

Training requirements

Over the years many students have found career satisfaction and success after completing a Pitman Training Course.

Personal Goals

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

- **Updating their skills**
- **Gain industry standard certification**
- **Increasing their earnings**
- **Career progression**
- **Retraining**
- **Returning to work**
- **Securing their first job**

Business Aims

We also provide a range of flexible learning options for businesses of any size and many continue to choose us to help them:

- **Increase staff efficiency**
- **Maximise business productivity**
- **Enhance profit growth**
- **Attribute an ROI to the training budget**
- **Ensure staff loyalty**

Our Training

Here at Pitman Training, we offer several different types of training, which vary in duration and training method:

- **Diploma Programme:** a set of core and elective Courses which match to specific career paths.
- **Awards:** a mini Diploma offering a condensed selection of courses which can open doors into a number of sectors.
- **Courses:** specialist subjects, ideal for updating or learning new skills.

Seminars

Our Seminar range is regularly updated and is also tailored to specific businesses – depending on group size and location. The duration of our seminars ranges from an intensive two hours to four full days, although the majority are held during a single day.

Please do contact us for detailed information, locations and booking availability.

The CPD Standards Office

CPD PROVIDER: 21121
2014 - 2016

www.cpdstandards.com



Continuing Professional Development (CPD)

No matter how established you are in your career we're sure you'll agree there's always room for continuing professional development (CPD). Many of our training programmes are CPD accredited by The CPD Standards Office, which means training with us will not only help your personal and career progression, but we can also help you 'tick your CPD box'.

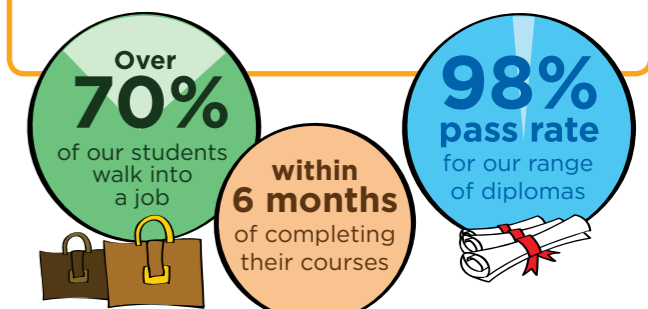
What next?

Appointments are free so call us to arrange a demonstration, take a tour of our facilities and chat with current students.

We have handy training centres all around Ireland – go to **www.pitman-training.ie/locations** to find your nearest centre.

The benefits at a glance:

- Flexible training that fits around work and family commitments
- Practical, hands-on learning experience
- Certification of the latest workplace skills from a UK Business Superbrand™
- Access to our online learning platform, helping you study on the move and complementing your local in-centre support.
- Increased productivity = higher profits and increased earning potential



Contents

- 2 PA & Secretarial Training
- 12 General Office Skills Training
- 17 Typing & Keyboard Skills
- 18 Microsoft Office Training
- 24 Finance & Accounting Training
- 30 Business & Management Training
- 34 IT Training
- 40 Web & Graphic Design Training
- 46 Self and Career Development
- 52 Index of Diplomas, Awards, Courses and Seminars
- 55 Partnerships



How to choose the right course for you or your staff

Whatever your reason for training, Pitman Training is tailored to suit you. We offer everything from one or two-day seminars, short courses to exceptional, in-depth diplomas that can transform your career, or your workforce.

Our mission at Pitman Training is to do as much as we can to help you get ahead in your career - our Course Advisors have a wealth of experience in our specialist training and industry specific careers advice, that's free to all learners.

Our training centre staff in Ireland can also help you or any organisation's employees with guidance on many topics related to office work, skills upgrade programmes, tailored training courses, job search and general advice on the skill levels needed for the workplace.

You can also find out more on:

- [How to get ahead in your career](#)
- [CV Advice](#)
- [Interview Techniques](#)
- [Salary Guides](#)
- [Industry specific Careers Focus](#)

pitman™
English

Improve your English for career success

With **Pitman English** you can improve key English language skills, converse more fluently and build your vocabulary and pronunciation in a flexible, fun way!

What's more, you can learn on the go, using our mobile app!



See page 49 for details

Give yourself or your staff a Career NCT!

Typically, the key characteristics of your personality can go a long way in assisting you to develop strengths in your career. However, identifying these strengths 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: www.pitmancareernt.ie

Download the APP!

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



PA & Secretarial Training

Recommended Career Paths

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

If you'd like to work at the very highest level and become the trusted PA to a senior director of one of Ireland's top companies, the Professional Executive PA Diploma is one of the most comprehensive and prestigious Diplomas available.

You'll get all the advanced skills required to be an indispensable Executive Assistant, delivering reports, figures and forecasts with ease. The diploma includes advanced touch typing, Microsoft Office to an expert level, web design, book-keeping, accounts (including Sage) and payroll. You'll also undertake a series of self-development programmes and can choose 4 elective subjects in fields such as marketing, HR, PR, law and medical terminology. What's more, you also have the option to add shorthand to your diploma.

Shorthand Option

If you would like to include shorthand as a core course in your Professional Executive PA Diploma, please let us know. We have a number of courses available designed to take you from beginner to expert, writing at speeds up to 120 words per minute.

Core Courses

- Typing
- Typing Speed Development
- Effective Business Communication or Business Document Production
- Microsoft Word
- Microsoft Word Expert
- Microsoft Excel
- Microsoft Excel Expert
- Microsoft PowerPoint
- Microsoft Access
- Microsoft Outlook
- Dreamweaver or WordPress for Business
- Event Management Essentials
- Audio Transcription
- Book-keeping - Module 1
- Book-keeping - Module 2
- Book-keeping - Module 3
- Manual and Computerised Payroll
- Sage 50 Accounts
- Successful Meetings and Minutes
- HR Essentials in Ireland

Elective Courses* (Choose four)

- Health & Safety Essentials
- Marketing Essentials
- Get Into PR
- Legal Secretary - Introduction to Irish Law
- Medical Terminology
- Shorthand Speed Development or Shorthand Fast
- Numeric Data Entry
- Introduction to Irish Business Structure & Law
- Executive PA Seminar
- Microsoft Publisher
- SpeedWriting

*Alternative choices are available. Please talk with your Course Advisor.

(Seminars are subject to availability at your local Pitman Training Centre).



Guideline Learning Time

443 hours flexi study (without shorthand) or 18 weeks full-time**
503 hours flexi study (with shorthand) or 20 weeks full-time**

** Full-time is based on approx 20-30 hours a week

Executive PA Diploma

If you're already in a secretarial or administrative role and would like to progress in your career, the Executive PA Diploma will give you the essential skills you require.

You'll be able to work under pressure, have great organisational skills, learn up-to-date Microsoft Office applications and learn or refine traditional secretarial skills including touch typing and audio transcription. In addition, you can also choose 4 elective subjects to complement your diploma including marketing, Dreamweaver, PR and book-keeping to name just a few.

Core Courses

- Typing
- Typing Speed Development
- Effective Business Communication
- Microsoft Word
- Microsoft Word Expert
- Microsoft Excel
- Microsoft Excel Expert
- Microsoft PowerPoint
- Microsoft Access
- Microsoft Outlook
- Audio Transcription
- Event Management Essentials
- Successful Meetings and Minutes*

Elective Courses* (Choose four)

- Dreamweaver or WordPress for Business
- Microsoft Publisher
- Book-keeping - Module 1
- Marketing Essentials
- Get into PR
- HR Essentials in Ireland
- Shorthand Speed Development or Shorthand Fast
- Legal Secretary - Introduction to Irish Law
- Health and Safety Essentials
- Executive PA seminar
- Sage 50 Accounts
- SpeedWriting
- Medical Terminology

*Alternative choices are available. Please talk with your Course Advisor.

(Seminars are subject to availability at your local Pitman Training Centre).

Shorthand Option

If you would like to include shorthand as a core course in your Executive PA Diploma, please let us know. We have a number of courses available designed to take you from beginner to expert writing at speeds up to 120 words per minute.



Nicola had always dreamt of being an Executive PA and was unhappy in her customer service job at a local call centre. To help make her dream come true, Nicola completed the Executive PA Diploma; fitting her studies around her work and life commitments.

Towards the end of her diploma, Nicola applied for a job with Wardell Armstrong, a firm of engineering and environmental consultants, as PA to the company's regional director.

"I wouldn't have had the confidence to apply for the role without the Executive PA course. I firmly believe that my commitment to studying for a professional Diploma clinched the job for me."

Nicola Williams
Executive PA Diploma



Guideline Learning Time

300 hours flexi study (without shorthand) or 12 weeks full-time**

360 hours flexi study (with shorthand) or 14 weeks full-time**

** Full-time is based on approx 20-30 hours a week

Virtual Assistant (VA) Diploma

Become an invaluable resource from your own home. A Virtual Assistant (VA) 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 pay simply for what they need.

The areas of support you offer, assists a variety of business needs. You might be dealing with admin and general office workload, managing social media accounts or maintaining the company's financial records, it all depends on what their needs are. This offers a great variety to keep the days interesting. With the flexible method of study available, you can study for this Diploma whenever suits you.

Core Courses

- VA Essentials
- Marketing Essentials
- Understanding Business Accounts - Ireland
- Book-keeping - Module 1
- Introduction to Irish Business Structure & Law
- Costing and Pricing
- Project Management Fundamentals
- Effective Online Communication
- WordPress for Business
- Social Media for Business Courses (choose 4 from a selection)

Elective Courses* (Choose three)

- Time Management
- SpeedWriting
- Successful Meetings & Minutes
- Audio Transcription
- Microsoft Word or Microsoft Word Expert
- Microsoft Excel or Microsoft Excel Expert
- Microsoft Outlook

*Alternative choices are available. Please talk with your Course Advisor.



Guideline Learning Time

152 hours flexi study or 6 weeks full-time**

** Full-time is based on approx 20-30 hours a week

Advanced Legal Secretary Diploma - Irish Law

We now have a great Diploma addition to our selection of Legal Secretary training courses. The Advanced Legal Secretary Diploma takes the breadth of learning to another level by including all seven Irish Law Legal modules as core study subjects.

We believe that many legal practices are seeking more flexibility from their support staff and this Diploma means you are exceptionally well placed to be considered for positions that demand a flexible approach.

Core Courses

- Typing
- Typing Speed Development
- Effective Business Communication or Business Document Production
- Microsoft Word
- Microsoft Word Expert
- Microsoft Excel or Microsoft Excel Expert
- Microsoft PowerPoint
- Microsoft Outlook
- Audio Transcription
- Successful Meetings and Minutes (self-paced or seminar*)
- Legal Secretary - An Introduction to Irish Law
- Legal Secretary - Conveyancing Law in Ireland
- Legal Secretary - Wills & Probate Law in Ireland
- Legal Secretary - Irish Criminal Law
- Legal Secretary - Irish Company Law
- Legal Secretary - Irish Family Law
- Legal Secretary - Civil Litigation in Ireland

Elective Courses** (Choose one)

- Health and Safety Essentials*
- Microsoft Access
- Go - Get that Job! Ireland
- HR Essentials in Ireland
- Introduction to Irish Business Structure and Law

**Alternative choices are available. Please talk with your Course Advisor.

(*Seminars are subject to availability at your local Pitman Training Centre).



Guideline Learning Time

280 hours flexi study or 14 weeks full-time***

*** Full-time is based on approx 20-30 hours a week

Legal Secretary Diploma - Irish Law

For those of you looking to develop your secretarial skills and move into a specialist role within legal services, our Legal Secretary Diploma is the perfect choice.

The diploma will give you the specialist knowledge and understanding required to work within this thriving sector. In addition to great IT and communication skills, you'll gain a broad knowledge of different aspects of the law, enabling you to support senior colleagues; you'll learn legal terminology and about the court system. What's more, to enable you to choose a specialist department to work within, you can select from elective subjects in the areas of wills and probate, family law, conveyancing, criminal law, civil litigation and company law. With additional training you could progress to the position of legal executive, paralegal or licensed conveyancer.

Core Courses

- Legal Secretary - An Introduction to Irish Law
- Legal Secretarial Modules
Two of your choice. Discuss the options (see Elective Courses) available with your course advisor.
- Effective Business Communication or Business Document Production
- Typing
- Typing Speed Development
- Microsoft Word
- Microsoft Word Expert
- Microsoft Excel or Microsoft Excel Expert
- Microsoft PowerPoint
- Microsoft Outlook
- Audio Transcription
- Successful Meetings and Minutes (self-paced or seminar*)

Elective Courses** (Choose two)

- Legal Secretary - Conveyancing Law in Ireland
- Legal Secretary - Wills & Probate Law in Ireland
- Legal Secretary - Irish Criminal Law
- Legal Secretary - Irish Company Law
- Legal Secretary - Irish Family Law
- Legal Secretary - Civil Litigation in Ireland
- Go - Make A Difference
- Health and Safety Essentials
- Microsoft Access
- Go - Get that Job! Ireland
- Word Expert

**Alternative choices are available. Please talk with your Course Advisor.

(*Seminars are subject to availability at your local Pitman Training Centre).

"I really enjoyed learning with Pitman Training. The staff were really supportive and the learning structure was flexible enough to fit in my other commitments."

Amy,
Executive PA Diploma



Guideline Learning Time

200 hours flexi study or 7 weeks full-time***

*** Full-time is based on approx 20-30 hours a week

Medical Secretary Diploma

If you'd like to work in the challenging medical sector, where discretion, patience and sensitivity are all paramount, this diploma will give you all the skills you'll need.

You'll learn how to type confidential letters, create and update patient records, assist with medical journals and keep a busy office running smoothly. You'll become proficient in medical terminology, medical audio typing, medical word processing and gain excellent IT skills. You can add an elective subject from a choice of areas such as Health and Safety – speak to your Course Advisor about which may be best for you.

Core Courses

- Medical Terminology
- Medical Audio Transcription
- Medical Word Processing
- Typing
- Typing Speed Development
- Audio Transcription
- Microsoft Word or Microsoft Word Expert
- Microsoft Excel or Microsoft Excel Expert
- Successful Meetings and Minutes
- Microsoft Outlook
- Effective Business Communication

Elective Courses* (Choose one)

- Socrates Healthcare
- Business Document Production
- SpeedWriting
- Microsoft Word Expert
- Health & Safety Essentials

*Alternative choices are available. Please talk with your Course Advisor.



Guideline Learning Time

218 hours flexi study or 9 weeks full-time**

Medical Admin Diploma

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 software and effective communication skills. You'll also have the option to choose from a range of additional subjects including SpeedWriting and Health and Safety Essentials.

Core Courses

- Medical Terminology
- Medical Word Processing
- Typing or Typing Speed Development
- Effective Business Communication
- Microsoft Word or Microsoft Word Expert
- Microsoft Outlook
- Microsoft Excel

Elective Courses* (Choose one)

- Medical Audio Transcription
- Typing Speed Development
- Health & Safety Essentials
- SpeedWriting
- Successful Meetings & Minutes

*Alternative choices are available. Please talk with your Course Advisor.

(Seminars are subject to availability at your local Pitman Training Centre).



Guideline Learning Time

154 hours flexi study or 6 weeks full-time**

** Full-time is based on approx 20-30 hours a week

Medical Receptionist Diploma

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

With this Diploma you'll gain practical and professional administrative skills such as Microsoft Word, Outlook and Business Communication. You'll also cover subjects specifically aimed for those working within a medical environment such as Medical Terminology and Medical Word Processing.

Core Courses

- Medical Terminology
- Medical Word Processing
- Professional Receptionist Seminar
- Typing or Typing Speed Development
- Effective Business Communication or Business Document Production
- Microsoft Word
- Microsoft Outlook

Elective Courses* (Choose one)

- Socrates Healthcare
- Telephone Techniques Seminar**
- Health & Safety Essentials
- SpeedWriting
- Microsoft Excel

*Alternative choices are available. Please talk with your Course Advisor.

(**Seminars are subject to availability at your local Pitman Training Centre).



Guideline Learning Time

150 hours flexi study or 6 weeks full-time*

Secretarial Diploma

Whether you're trying to get back in to the world of work or you want a good job in an office environment, our Secretarial Diploma will give you a solid foundation of highly sought after skills.

You'll be the backbone of a busy office, ensuring day to day tasks happen in the most efficient manner. You'll have the confidence to work under pressure, prioritising workloads so executives and managers can work more efficiently. You'll learn great keyboard skills, how to master Microsoft packages and develop excellent communication techniques. What's more, to complement your diploma you can choose 2 elective subjects.

Core Courses

- Typing
- Typing Speed Development
- Effective Business Communication or Business Document Production
- Audio Transcription* or Marketing Essentials
- Microsoft Word or Microsoft Word Expert
- Microsoft Excel or Microsoft Excel Expert
- Microsoft PowerPoint
- Microsoft Outlook
- Successful Meetings and Minutes (self-paced or seminar*)

Elective Courses* (Choose two)

- Health & Safety Essentials
- Microsoft Access
- Microsoft Publisher
- Microsoft Word Expert
- Book-keeping - Module 1
- SpeedWriting

**Alternative choices are available. Please talk with your Course Advisor.

(*Seminars are subject to availability at your local Pitman Training Centre).



Guideline Learning Time

192 hours flexi study or 8 weeks full-time***

** Full-time is based on approx 20-30 hours a week

Legal Secretary Award

The Legal sector is an exciting and varied world. With many different areas, such as Family Law, Criminal Law etc., gaining specialised and recognisable secretarial qualifications in this industry will set you head and shoulders above the rest.

If you'd like to work within a legal environment as a Legal Secretary, Legal Assistant, Paralegal Assistant or Legal Administrator, this Award is a great place to start gaining the essential skills required to work in a legal office in Ireland.

If you would like a professional, varied and fulfilling career then you'll find all these attributes and more if you work as a Legal Secretary.

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.

This Award level course will take around 3 weeks to complete and is fully flexible. You can complete your Legal Secretary Award at a Pitman Training Centre of your choice, knowing you will have the full support of our Course Advisors to help guide you through your studies.

Core Courses

- Introduction to Irish Law
- Microsoft Word or Microsoft Word Expert
- Effective Business Communication

Medical Office Award

Our Medical Office Award gives you the grounding for entering medical administration, 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 a reference, this is a great way to get under the skin of a quite complicated services and support sector.

This award enables you to take things at your own pace, as you get to grips with medical jargon, terminology and documents.

You will be given the opportunity to build your confidence in the medical arena, and equipped with technical knowledge and essential office and computer skills that show you are ready to work in this industry.

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.

Pitman Training's Medical Office Award is designed for anyone interested in developing a career in medical administration, working in a medical office.

You'll learn how to:

- Build your essential office and computer skills for medical office work
- Get to grips with medical terminology
- Learn how to produce medical documents
- Accurately transcribe documents full of medical jargon from auto dictation

Core Courses

- Medical Word Processing
- Medical Audio Transcription
- Medical Terminology



Guideline Learning Time

60 hours flexi study or 2 weeks full-time**



Guideline Learning Time

53 hours flexi study or 2 weeks full-time**

** Full-time is based on approx 20-30 hours a week

PA & Secretarial Training Courses

Audio Transcription (Level 1)

Audio Transcription is an invaluable skill to gain, with applications in many sectors of the workplace. Although there are many audio typing courses on offer, this one from Pitman Training is the very best. In Audio Transcription Level 1, you'll learn how to operate audio transcribing equipment; how to transcribe sentences, paragraphs, business memos, correspondence and reports; how to use invaluable, time-saving keyboard shortcuts to format your work; and how to handle misspellings and sound-alike words.

Audio Transcription (Level 2)

In six tried and tested lessons, you'll transcribe a variety of documents concentrating on changing line spacing; special marks, brackets and vertical spacing; placing text and data in columns; dealing with the dictator's hesitations, corrections and missing text; increasing your timing; and moving between different types of document without hesitation.

Business Document Production

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

Effective Business Communication

This excellent course will raise your game when it comes to business communication skills. Effective communication skills are top of the list of qualities demanded by employers, it's an essential skill to master. Split into several lessons, your business communication training begins with examining English language skills before looking at the use of the appropriate tone.

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 in areas such as email and video conferencing.

Medical Audio Transcription

Our extremely thorough Medical Audio Transcription training covers simple medical terminology and letters and memos from clinicians and senior hospital staff- consultant ophthalmologists, consultant gastro-enterologists, consultant dermatologists, senior and surgical registrars, chief executives and GPs and to health care services.

Medical Terminology

This course has been developed to help you get under the skin of commonly used medical terminology across a wide range of disciplines including biology, cardiology, psychology and many more.

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.

Minute Taking Skills

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. This interactive course is great for PAs, EAs and Admin Assistants. It's intended for anyone in a supportive role who has a responsibility for documenting meetings and

recording actions required. The practical elements you'll cover are great whether you're in a job and need to top up your skills, or whether you're looking to prove in interviews that you're ahead of the game.

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. In just 10 hours, we will help you achieve a steady increase in your shorthand speed, dexterity and mental word-holding. The course uses dictation materials of between 40 and 80 words per minute and includes shorthand outlines.

Shorthand Speed Development

Once you're familiar with a shorthand system, you may need to work on your shorthand speed - which is where this course comes in. We use material with the widest possible content to increase in speed, dexterity and mental word-holding.

Socrates Healthcare

Socrates Healthcare is Ireland's leading provider of integrated practice management software to GP Practices, Hospital Consultants and Primary Care Centres. Every day thousands of healthcare professionals use Socrates software to streamline routine tasks, manage practice finances, reduce paperwork, enhance the quality of patient care and improve practice efficiency.

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, and one that worries a lot of people. Fear no more, this course will teach you all of the skills and techniques you need to take the stress out of minute taking.

Teeline Shorthand

This beginner's course will help you learn the Teeline system and enable you to work towards building your speed and accuracy. Teeline Shorthand consists of three stages, to be completed in quick succession to avoid learning gaps.

Teeline Fast Shorthand

This is a course to take you from novice to a Pitman Teeline shorthand speed of 40 words per minute. Beginning with the basics - the alphabet - we'll lead you gently into shorthand Teeline style step-by-step, moving on to give you full confidence in the workplace.

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. You'll look at the complete picture of the role of a VA. You'll look further into the career and lifestyle of a VA, necessary attributes for the role, business plans, equipment and software, legal requirements, risk management, data protection, finance and marketing, the delivery of the VA service and much more.

General Office Skills Training

Recommended Career Paths

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.



Pitman English
Enhance your diploma and improve your English for career success
See page 49

KEY

- Course ●
- Award ○
- Diploma ○

Office Skills Diploma

Walk in to any business or organisation and you'll find a common set of practices being used, incorporating the latest Microsoft Office software.

If you want to get your first job, update your skills or switch careers for an office-based role, this diploma is perfect. It sends a clear signal to employers that you're competent and confident in the skills they need the most.

After completing the diploma, you'll have a solid foundation in which you can be confident that you've got what employers are looking for. You'll also have a diploma to prove your ability to work in any office.

Base your choices around your desired career development path, your course advisor will be able to help you choose from a wider selection to suit your needs. You could learn great IT skills, how to speak the language of business, book-keeping, computer keyboard techniques for speed and accuracy and effective business communication. In fact, with this diploma, you'll have a diverse range of skills, which will enable you to take your career in any direction.

Core Courses* (Choose any four)

- Typing
- Typing Speed Development
- Microsoft Word
- Microsoft Word Expert
- Microsoft Excel
- Microsoft Excel Expert
- Microsoft Outlook
- Microsoft PowerPoint
- Book-keeping - Module 1
- Effective Business Communication
- Sage 50 Accounts

*Alternative choices are available. Please talk with your Course Advisor.

Guideline Learning Time
87 hours flexi study or 3 weeks full-time**

Administrative Assistant Diploma

Administrative Assistant roles are many and varied - every successful business and organisation needs good, organised administration staff to take care of day-to-day tasks and support your colleagues in their roles.

Designed specifically to help you secure a job as an Administrative Assistant, this diploma will teach you all the practical skills you need to succeed. You'll learn to master the most popular Microsoft Office programs, how to create office documentation, gain excellent computer software skills and speak the language of business.

What's more, you'll also have the option to add an elective subject in the areas of creating a professional CV, good interview techniques, keyboard speed development and health and safety practices.

Core Courses

- Typing or Typing Speed Development
- Effective Business Communication or Business Document Production
- Microsoft Word or Microsoft Word Expert
- Microsoft Outlook
- Microsoft Excel or Microsoft Excel Expert
- Microsoft PowerPoint or Microsoft Access
- Successful Meetings and Minutes (self-paced or seminar**)

Elective Courses* (Choose one)

- Typing Speed Development
- SpeedWriting
- Professional Receptionist Seminar**
- Telephone Techniques Seminar**

*Alternative choices are available. Please talk with your Course Advisor.

**Seminars are subject to availability at your local Pitman Training Centre.

Guideline Learning Time
142 hours flexi study or 6 weeks full-time***

*** Full-time is based on approx 20-30 hours a week

Receptionist Diploma

Receptionists are the face of a company; they are often the first person clients or customers come into contact with, whether face-to-face, on the telephone or via email. So to ensure you operate effectively and give the right impression, you'll need the professional and practical skills to thrive in this challenging and demanding role.

Our Receptionist Diploma will teach you everything you need to manage a range of tasks and deal with enquiries and requests even when you're busy.

You'll learn superior keyboard skills, how to produce business documentation and great IT skills - using the most popular Microsoft Office software. Plus, you'll also have the option to choose one elective subject in the areas of keyboard speed development, good telephone techniques and audio transcription.

Core Courses

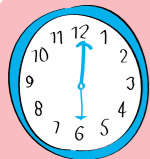
- **Typing**
or **Typing Speed Development**
- **Effective Business Communication**
or **Business Document Production**
- **Microsoft Word**
or **Microsoft Word Expert**
- **Microsoft Outlook**
- **Professional Receptionist Seminar**

Elective Courses* (Choose one)

- **Typing Speed Development**
- **Microsoft Excel**
- **Telephone Techniques Seminar**
- **Audio Transcription**
- **SpeedWriting**
- **Microsoft PowerPoint**

*Alternative choices are available. Please talk with your Course Advisor.

Seminars are subject to availability at your local Pitman Training Centre.



Guideline Learning Time

100 hours flexi study or
4 weeks full-time**

** Full-time is based on approx 20-30 hours a week

HR Administrator Diploma

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.

Our HR Administrator Diploma will give you an edge over other people as it contains content specific to working in an HR team.

It will therefore give you a great foundation to take your career in the direction of your choice - be it in a broad HR role or moving into the specialist areas of employment law, payroll or training and development.

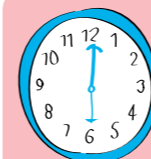
HR can be very challenging, but also extremely rewarding. You'll have the job satisfaction of knowing that you're helping colleagues within your company enjoy a positive work experience. You'll be a trusted member of the team, using your discretion, diplomacy and proven skills to ensure both employee and employer needs are met.

Core Courses

- **HR Essentials in Ireland**
- **Typing**
- **Effective Business Communication**
- **Microsoft Word**
or **Microsoft Word Expert**
- **Microsoft Excel**
or **Microsoft Excel Expert**
- **Microsoft PowerPoint**
- **Microsoft Outlook**
- **Manual & Computerised Payroll**

Elective Courses* (Choose two)

- **The Legal Aspects of Interviewing**
- **Team Leadership**
- **Successful Hiring**
- **Mentoring**
- **Effective Performance Appraisals**
- **LinkedIn for Jobseekers**



Guideline Learning Time

160 hours flexi study or
6 weeks full-time**

Marketing Assistant Diploma

The world of Marketing is highly competitive and the number of applicants looking to break into this fast moving industry is always high.

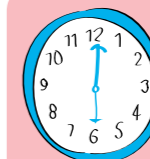
If you want to stand out and get the job, you'll have to prove you've got the practical skills and knowledge required.

Our Marketing Assistant Diploma is designed to give you a broad understanding of marketing principles, along with superior IT skills to take on these popular roles. This Diploma has been developed to give you the skills to work in a specialist marketing or PR agency, in a company's marketing department or take on marketing responsibilities in your current role.

Every business needs loyal customers to buy or use their services in order to succeed, so the role of marketing and PR is to strategically develop the most engaging propositions and the right method of communication needed to generate a response. You'll learn about product life cycles, marketing plans, using social networks as a marketing tool, and mobile marketing along with numerous other subjects to ensure you walk away with the all the skills you'll need to succeed.

Core Courses

- **Marketing Essentials**
- **Photoshop**
or **InDesign**
- **Social Media**
Choose 4 from the following:
 - **Social Media Strategy for Business**
 - **SEO for Business**
 - **Twitter for Business**
 - **Facebook for Business**
 - **LinkedIn for Business**
 - **Google+ for Business**
 - **Video for Business**
 - **Blogging for Business**
- **Typing**
- **Effective Business Communication**
- **Microsoft Word**
or **Microsoft Word Expert**
- **Microsoft Excel**
or **Microsoft Excel Expert**
- **Microsoft Outlook**
- **Microsoft PowerPoint**



Guideline Learning Time

172 hours flexi study or
7 weeks full-time**

** Full-time is based on approx 20-30 hours a week

General Office Skills Courses

ECDL (European Computer Driving Licence)

This is the professionally-written route to gaining your ECDL (European Computer Driving Licence) qualifications - an ECDL course split into modules to give you the options you need to suit your qualification needs and future career plans.

HR Essentials in Ireland

HR Essentials is an entry-level HR training course. You will learn essential knowledge on areas such as recruiting new staff, employment contracts, salary processing and maternity rights.

Through the use of a case-study, you'll gain an excellent understanding of the ins and outs of HR in a business.

Marketing Essentials

Over four lessons 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 the four P's of marketing products.



"My original plan had been to change from being a carer into an office role. But whilst studying I realised I could do much more.

When the chance came up to buy a small shop, I grabbed it.

Now almost 3 years later I've expanded my business and also run an internet cafe. Pitman Training gave me the skills and confidence I needed."

Galina, Entrepreneur

Typing & Keyboard Skills

The Pitman Training name has been synonymous with high quality typing for many years. Today, we offer a full range of typing courses, including; touch typing, keyboard skills, data entry and audio typing - whether you're a beginner or need to reach top speeds with maximum accuracy.

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 (covers audio transcription and text processing). So please do take a look at Pitman Training's typing courses - or even better give us a call to discuss your needs.

Our friendly Course Advisors are just a call away; ready to help you find the perfect course.

Beginner

Typaz

In just 25 hours speeds of 20-40+ words per minute are perfectly achievable, even if you have little prior experience. Comprising 10 lessons, you'll also receive guidance on ergonomics, technique and accuracy. On completion you will have the opportunity to gain a recognised typing qualification.

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.

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.

Audio Transcription Level 2

If you wish to build your audio transcription skills, then consider this 14-hour course.

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.



Microsoft Office Training

An absolute 'must' for all office professionals

There are different job descriptions covering many different roles and they all are necessary for an organisation to operate effectively and efficiently.

You will find that some office jobs function within a team environment and others allow people to work alone.

Office jobs can be in the fields of financial services, computers and IT, head offices of retailers and the service sector, manufacturing, legal and accountancy services, the creative and digital industries, plus many more.

You'll see that our diplomas are specifically designed to provide you with the skills you need to successfully apply for these roles. What's more, our comprehensive range of courses gives you the option 'top up' with a subject you find particularly interesting.



Pitman English
Enhance your diploma
and improve your English
for career success
See page 49

Need to top up your Microsoft Office skills fast?

Check out our comprehensive range of courses, including Excel Expert, Word Expert and Microsoft PowerPoint on page 23.



Microsoft Office Diploma

If you'd like to become proficient and confident in Microsoft Office in a short space of time, our Microsoft Office Diploma is the ideal choice.

This fast paced diploma is designed to equip you with the technology skills you need over an intensive period.

Once completed, your new IT skills will mean you'll have the confidence and solid foundation to work for any business.

You'll learn how to be proficient in Microsoft Word, Word Expert, Excel, Excel Expert, PowerPoint, Access and Outlook.

Core Courses

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



Guideline Learning Time

108 hours flexi study or
4 weeks full-time**



Guideline Learning Time

149 hours flexi study or
6 weeks full-time**



Microsoft Office Plus Diploma

If you'd like to take your existing Microsoft skills to a more professional and expert level, our comprehensive Microsoft Office Plus Diploma is the right choice.

This diploma will guide you through each program in detail so you can totally master the full functionality and interface.

You'll get thorough training in Microsoft Word, Excel, PowerPoint, Outlook and Access. Plus, you'll also have the option to choose two elective courses in the area of other Microsoft applications.

Core Courses

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

Elective Courses* (Choose two)

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

*Alternative choices are available. Please talk with your Course Advisor.

Microsoft Office (MOS) Certification Diploma

The Microsoft Office Specialist Certification is renowned globally and this diploma can help you gain this recognisable and valuable certification.

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 7 core subjects focussing 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.

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. Gain a renowned Pitman Training certificate as well as recognisable Microsoft certification with Pitman Training!

Core Courses

- Microsoft Word
- Microsoft Word Expert
- Microsoft Excel
- Microsoft Excel Expert
- Microsoft PowerPoint
- Microsoft Access
- Microsoft Outlook
- MOS Practice Tests

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

152 hours flexi study or
6 weeks full-time*

* Full-time is based on approx 20-30 hours a week



Office IT Diploma

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.

To stand out in today's demanding business world, you'll need to demonstrate that your computer skills are superior to those around you. With our Office IT Diploma, you'll have invaluable skills, which will help you get a rewarding job with good career prospects.

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.

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.

Core Courses

- Typing
- Effective Business Communication
- Microsoft Word or Microsoft Word Expert
- Microsoft Excel or Microsoft Excel Expert
- Microsoft Outlook
- Microsoft PowerPoint



Guideline Learning Time

125 hours flexi study or
5 weeks full-time*

* Full-time is based on approx 20-30 hours a week

"Not long after I started my Diploma course with Pitman Training, I started my first job as an office administrator. During my course, I felt that my Course Advisor was not only flexible, patient and kind but she was the most helpful tutor I have ever had.

Once I actually updated my CV online, with my new qualifications, I was then head hunted for a position in an international growing company. I really enjoyed my time and experience with Pitman Training!"

Melissa Smith



Microsoft Office Award


Our Microsoft Office Award teaches you the most popular and up-to-date Microsoft Office programs to a good working standard.

It's ideal for people with entry-level IT skills - with the support of our Course Advisors and by working through the courses, you'll soon be confident in your IT skills. The award is also highly practical in nature - not only will you acquire 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.

This is a key reason why this Award is different to others and why employers respect Pitman Training courses. On successful completion of the Award, there is also the opportunity to further enhance your learning, progressing to a range of accreditations including City and Guilds and ECDL Advanced, as well as more advanced Microsoft and Excel training.

Core Courses

- **Microsoft Word** or **Microsoft Word Expert**
- **Microsoft Excel** or **Microsoft Excel Expert**
- **Microsoft PowerPoint** or **Microsoft Outlook**



Guideline Learning Time
72 hours flexi study or 3 weeks full-time*

* Full-time is based on approx 20-30 hours a week

"I have found the Pitman Training Microsoft Office Award in depth and extremely useful. It has given me the tools to keep up to date with current office systems, giving confidence that I have the skills for work opportunities whether in the employment or voluntary sectors.

The course covers all the main areas, Word, Excel, PowerPoint, or Outlook, all of which were very interesting and useful.

The system of learning is excellent. You learn at your own pace, at times to suit you in a quiet but supportive environment. Each course is easy to follow and you are guided step by step with comprehensive audio tuition with scope to repeat and review as necessary, also help is always on hand when ever needed.

For those seeking to update their office skills, or learn new ones I have pleasure in recommending the Pitman Training Courses and the warm, comfortable and welcoming Training Centres as a place of study!"

Janet O'Neill



Microsoft Office Training Courses

Microsoft Access

Microsoft Access is a highly worthwhile skill to have at your command as this very popular database application is widely used across many employment sectors. Our Microsoft Access course is split into manageable lessons.

Microsoft Excel

Microsoft Excel is the world's most popular spreadsheet program; learning how to use the software with Pitman Training shows that you've taken one of the best Excel courses available.

Microsoft Excel Expert

For those who have a basic grounding in Microsoft Excel, this course will provide you with the knowledge and skills to use Excel at an advanced level. To get the most out of this course, you will need to have completed our entry-level Microsoft Excel course or have the equivalent experience of this extremely popular software.

Microsoft Mail Merge

Mail merge is a key part of Microsoft Word training - one of those Microsoft Word basics which other courses often neglect. So if your previous Word training has left a gap - and obviously if you're fresh to the subject - this is an ideal Word course to take.

Microsoft Outlook

Of all the Microsoft Outlook courses, we're convinced that this one is the best. In six lessons, we'll take you through everything you need to use Outlook as a work tool, from navigation and views through contacts and appointments, to tasks and folders.

Microsoft PowerPoint

This course is extremely wide-ranging covering, to name just a few topics, running slide shows, planning and designing presentations, applying themes, inserting slides from Word, drawing and resizing shapes, charts and spreadsheets, using flowcharts, viewing and editing comments, transition effects and hyperlinks.

Microsoft Publisher

Over five lessons, we'll give you all the skills you need to use the program in the workplace - something which we believe other Microsoft Publisher courses simply can't match. Amongst many other aspects, it covers creating text boxes, formatting, navigating multi-page publications, using rulers and ruler guides and inserting headers and footers.

Microsoft Word

Pitman Training's 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. You don't need any prior experience of Microsoft Word, but you will need to be familiar with using a computer and the Windows environment.

Microsoft 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. To get the most out of this course, you will need to have completed our entry-level Microsoft Word course or have the equivalent experience of this extremely popular software.

Office 2010... Fast! (Modules 1-3)

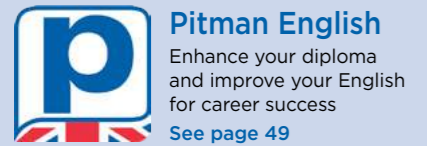
In three modules of Microsoft Office 2010 training, this course takes you through the interfaces and features of Word, Excel and PowerPoint 2010. This fast version of Microsoft Office 2010 training breaks down the learning process into quick and easily digestible chunks, complete in only six hours.



Finance & Accounts Training

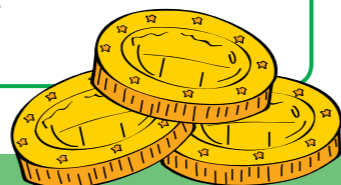
Recommended Career Paths

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.



Our AAT endorsed Diplomas and Awards are 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, Book-keeper, 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.



Accounting Technician Diploma with AAT Qualification

Our Accounting Technician Diploma with AAT Qualification is a powerhouse of a course. It combines the excellence of Pitman Training's reputation and practical learning with industry leading knowledge from AAT, the professional body for accountancy.

Whether you've already completed a book-keeping or accounting course, this Diploma covers it all and takes you to a new level.

A fantastic course for those who wish to develop a comprehensive range of manual and computerised book-keeping skills, together with payroll and spreadsheet knowledge, our Accounting Technician Diploma with AAT Qualification puts you in great stead for many finance related roles. You'll be sure to be up to speed on all the latest advancements, and gain a very practical, valuable Diploma, meaning you will have highly regarded qualifications that are sure to boost your CV.

A significant part of the course is that we will provide you with access to the AAT network, via AAT student membership, so that you can make some great network connections with thousands of others in the financial world

Our Diploma covers:

- Double entry principles of book-keeping
- AAT Certificate in Accounting
- AAT study resources for you to refer to
- Registration to MyAAT and AAT study support

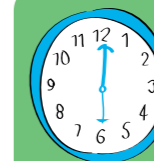
Core Courses

- Book-keeping - Module 1
- Book-keeping - Module 2
- Book-keeping - Module 3
- Sage 50 Accounts
- Manual & Computerised Payroll
- Microsoft Excel or Microsoft Excel Expert
- Costing and Pricing
- Working Effectively in Accounting and Finance
- Understanding Business Accounts - Ireland
- Introduction to Irish Business Structure and Law

Elective Courses** (Choose one)

- Microsoft Excel Expert
- Numeric Data Entry
- Microsoft Word or Microsoft Word Expert
- Microsoft Access
- Microsoft Outlook
- Time Management
- Health and Safety Essentials
- Effective Business Communication

**Alternative choices are available. Please talk with your Course Advisor.



Guideline Learning Time

250 hours flexi study or 10 weeks full-time***

*** Full-time is based on approx 20-30 hours a week

Advanced Accounts Diploma

Whether you've already got basic skills or are venturing into the world of finance for the first time, this qualification could be the rocket to really launch your career.

This powerful diploma combines the excellence of Pitman Training's reputation, practical learning approach and industry leading knowledge in accountancy.

Core Courses

- Book-Keeping - Module 1
- Book-Keeping - Module 2
- Book-Keeping - Module 3
- Manual and Computerised Payroll
- Sage 50 Accounts
- Understanding Business Accounts in Ireland
- Microsoft Excel or Microsoft Excel Expert
- Costing and Pricing

Elective Courses* (Choose one)

- Numeric Data Entry
- Microsoft Word or Microsoft Word Expert
- Microsoft Access
- Microsoft Outlook
- Time Management
- Health and Safety Essentials
- Introduction to Irish Business Structure and Law
- Effective Business Communication

*Alternative choices are available. Please talk with your Course Advisor.

Book-keeping Diploma

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 this 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.

Core Courses

- Book-keeping - Module 1
- Book-keeping - Module 2
- Book-keeping - Module 3
- Sage 50 Accounts
- Microsoft Excel or Microsoft Excel Expert

Elective Courses* (Choose two)

- Understanding Business Accounts in Ireland
- Costing and Pricing
- Numeric Data Entry
- Microsoft Word or Microsoft Word Expert
- Microsoft Access
- Microsoft Outlook
- Introduction to Irish Business Structure and Law
- Effective Business Communication

*Alternative choices are available. Please talk with your Course Advisor.

Book-keeping Award with AAT Qualification

Our Book-keeping Award with AAT Qualification is a great building block for your career in accounting or office management, and your 'AAT Certificate in Bookkeeping' looks great on your CV.

If you've got a head for figures and want to learn the art of manual book-keeping, and gain a recognised industry qualification as you do, this Award is for you.

Whether you're in the first stages of your career, or want qualifications to demonstrate credibility to clients, or you're a small business owner who wants to get a firmer grip on your finances, the practical nature of this course is great for all.

Our Award covers:

- Double entry principles of book-keeping
- 'AAT Certificate in Bookkeeping'
- AAT study resources for you to refer to
- Registration to MyAAT and AAT study support

Core Courses

- Book-keeping - Module 1
- Book-keeping - Module 2
- Book-keeping - Module 3

Book-keeping Award

Our Book-keeping Award is a great building block for your career in accounting or office management.

Whether you're looking to gain some book-keeping skills for work or for your own use, this is a fast-track book-keeping course for people with an aptitude for figures.

Unlike some book-keeping 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.

Using real-life scenarios for manual book-keeping you'll raise your standards quickly to a high level. And, if the need arises, there's always an experienced course advisor on hand to help you out.

Core Courses

- Book-keeping - Module 1
- Book-keeping - Module 2
- Book-keeping - Module 3

aat



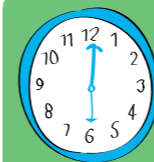
Guideline Learning Time

208 hours flexi study or 8 weeks full-time**



Guideline Learning Time

144 hours flexi study or 6 weeks full-time**



Guideline Learning Time

62 hours flexi study or 2 weeks full-time**



Guideline Learning Time

62 hours flexi study or 2 weeks full-time**

** Full-time is based on approx 20-30 hours a week

** Full-time is based on approx 20-30 hours a week

Finance Award

Our Finance Award will equip you with great skills in a condensed time-scale. A 'mini-diploma' in its own right, you'll learn computerised accounts as well as manual book-keeping.

Whether you're looking to gain some book-keeping abilities for your own use or want to work in a company's accounts department or for a small business, this fast-track book-keeping programme requires an aptitude for figures and attention to detail. Like all our training, it's also highly practical, containing work-based scenarios and examples.

So if you have aptitude and desire to work with figures, on completion of the Award, you can be confident that you've covered the essentials of book-keeping for a first role, plus for those of you already working, it will provide a more fully-rounded skills set with which to open new opportunities with your existing employer.

The course takes 76 hours - 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.

Core Courses

- Sage 50 Accounts
- Book-keeping - Module 1
- Microsoft Excel or Microsoft Excel Expert



Guideline Learning Time

76 hours flexi study or 3 weeks full-time**

Payroll Award

If you have an aptitude for figures and wish to learn manual and computerised payroll, then this practical Award is for you. Through studying for this Award, you will become confident in popular and in-demand software.

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.

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. This is a key reason why this Award is different to others and why employers respect Pitman Training courses.

The Award takes around 58 hours - 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.

Core Courses

- Manual and Computerised Payroll
- Microsoft Excel or Microsoft Excel Expert



Guideline Learning Time

58 hours flexi study or 2 weeks full-time**

** Full-time is based on approx 20-30 hours a week

Finance and Accounting Courses

Accounting Principles, Standards and Conventions

During the course you'll explore how and why financial information is measured, as well as get to grips with assets, liability, balance sheets and other key terms.

Book-Keeping - Module 1

This course is designed to teach you double-entry book-keeping, it is also the ideal starting point if you also want to learn computerised accounts.

Book-Keeping - Module 2

This course is the second module designed to further your book-keeping studies using the double entry system so you can keep accurate book-keeping records. Unlike other book-keeping courses, this one puts the renowned Pitman Training name on your CV as proof of your skills.

Book-Keeping - Module 3

This course is the third module designed to further your book-keeping studies using the double entry system. This module covers many areas including using the journal, and year end accounts which include the profit and loss account and balance sheet.

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.

Manual and Computerised Payroll

Payroll is an essential skill, that's in demand by employers. If you wish to handle the payroll, this is the perfect starting point. Among many other aspects, you'll cover PAYE, methods of calculating pay, the role of The Revenue, sick pay, pensions and Social Insurance.

Sage 50 Accounts

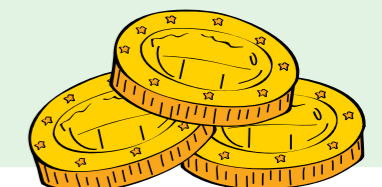
You'll need a good knowledge of manual book-keeping to take this course, which is specially designed for people wanting to be proficient and confident in Sage 50. Comprising thirteen lessons, this course will equip you with the skills you need to get a good job in an accounts department, or to work for yourself by offering accounting administration services to local firms.

Understanding Business Accounts in Ireland

For a business, nothing is more important than its finances. This course will provide you with a good understanding of business accounts - essential knowledge if you run a small business; are considering setting one up or need to learn more about company accounts for your current or future role.

Working Effectively in Accounting and Finance

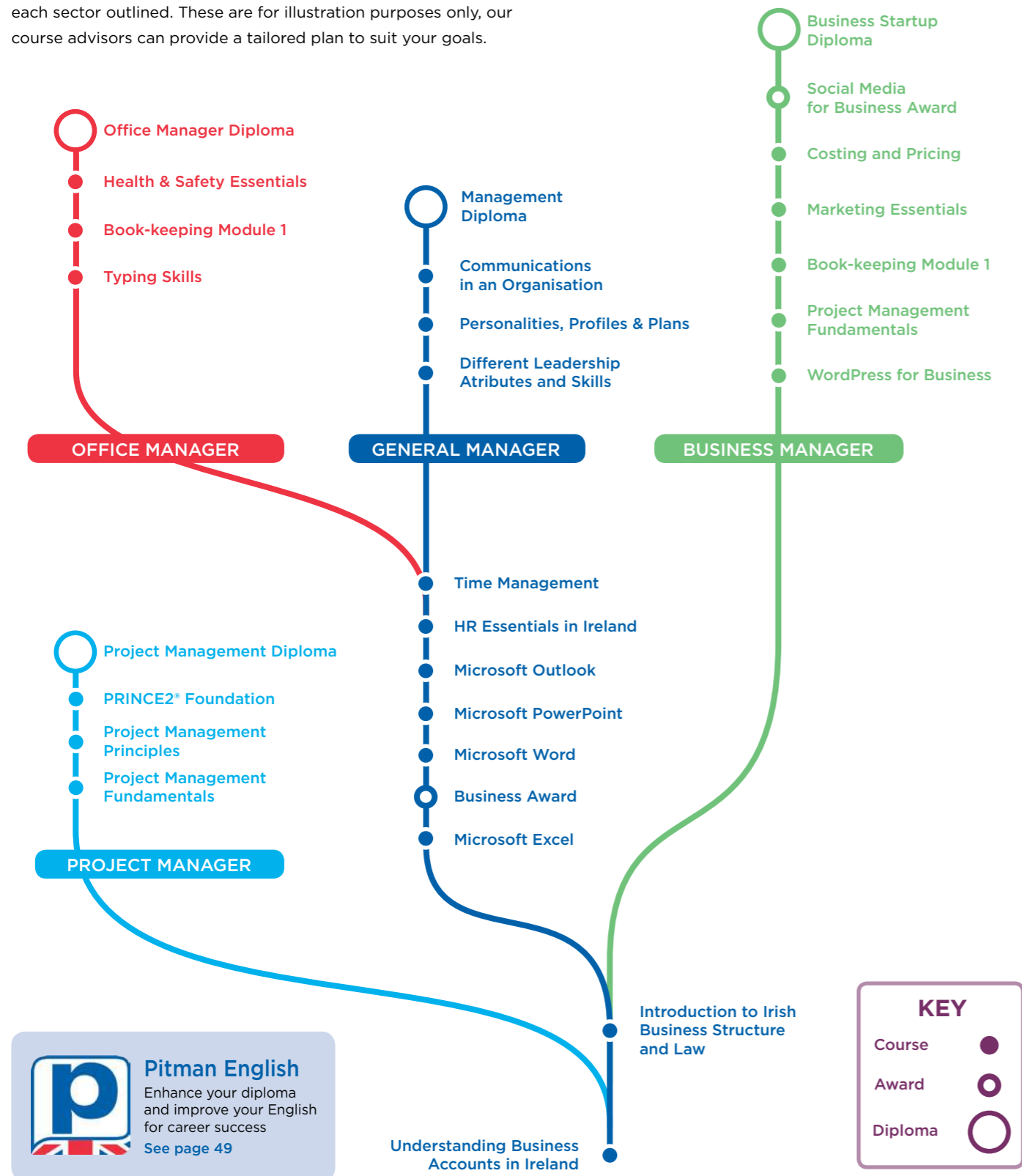
Understand an organisation's accounting function, use numeracy and literacy communication skills to work independently or in a team, prioritise tasks, understand ethical issues, confidentiality and the benefits of sustainable values.



Business & Management Training

Recommended Career Paths

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.



Pitman English
Enhance your diploma and improve your English for career success
See page 49

Management Diploma

To be a strong, effective manager, you need to be able to motivate and inspire your team whilst juggling the pressures of helping to run a business and interpret 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.

The diploma covers core management skills and also provides more rounded information on business accounting and law, communication and leadership skills, as well as Microsoft Office training. You'll work through a number of practical tools, which will leave you with the skills and confidence to return to your workplace confident in your ability to meet your new challenge. As well as the core courses, you can choose two further courses, allowing you to pursue any particular interests.

Core Courses

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

Elective Courses* (Choose two)

- Costing and Pricing
- Get Into PR
- Managing Internal and External Workplace Communications
- Interpersonal Communications
- Team Development
- Principles, Standards and Conventions of Accounting
- Marketing, Principles and Practices
- Marketing Mix
- Book-keeping - Module 1
- Sage 50 Accounts
- Microsoft Excel Expert
- Marketing Essentials
- Health and Safety Essentials

*Alternative choices are available. Please talk with your Course Advisor.

Guideline Learning Time
234 hours flexi study or 9 weeks full-time**

Office Manager Diploma

Office Managers are responsible for organising and supervising the day-to-day running of an office, including the administrative activities undertaken by colleagues and staff.

Depending on the employer, the work may vary from total responsibility of the administrative side of a small business to overseeing the office work of a team of staff. Although the work of an Office Manager differs greatly across organisations, they all have the responsibility for ensuring that their office runs efficiently. This is no easy task, so if you want to take on this demanding and challenging role, you'll need the right skills for the job.

Our Office Manager Diploma is designed to equip you with everything you need to manage a diverse range of tasks including interviewing, inductions, managing payroll and the superior communication skills needed to deal effectively with every department or staff member. You'll learn great IT software skills, computer keyboard techniques, principles of effective HR, book-keeping and the option to add two elective courses in the areas of numeric data entry, SpeedWriting, Sage, Costing and Pricing and Payroll to name just a few.

Core Courses

- HR Essentials in Ireland
- Effective Business Communication
- Book-keeping - Module 1
- Microsoft Excel or Microsoft Excel Expert
- Microsoft Word or Microsoft Word Expert
- Successful Meetings and Minutes
- Microsoft Outlook
- Microsoft PowerPoint
- Typing or Typing Speed Development
- Time Management
- Health and Safety Essentials

Elective Courses* (Choose two)

- Numeric Data Entry
- Understanding Business Accounts in Ireland
- Different Leadership Attributes and Skills
- Sage 50 Accounts
- Manual and Computerised Payroll
- SpeedWriting
- Costing and Pricing
- Event Management Essentials

*Alternative choices are available. Please talk with your Course Advisor.

Guideline Learning Time
215 hours flexi study or 9 weeks full-time**

** Full-time is based on approx 20-30 hours a week

Project Management Diploma

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 leadership, communication, risk management and financial management.

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

Core Courses

- PRINCE2® Foundation***
- Project Management Fundamentals
- Microsoft Project
- Microsoft Word or Microsoft Word Expert
- Microsoft Excel or Microsoft Excel Expert
- Microsoft Outlook
- Time Management
- Costing & Pricing

Elective Courses* (Choose two)

- Communications in an Organisation
- Effective Business Communication
- Microsoft Access
- Team Leadership
- Social Media Strategy for Business
- LinkedIn for Jobseekers

*Alternative choices are available. Please talk with your Course Advisor.

***Please note this examination will need to be arranged and paid for separately at an appropriate PRINCE2® registered examination centre.



Guideline Learning Time

199 hours flexi study or 8 weeks full-time***

Business Startup Diploma

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, book-keeping and marketing, right through to project management and more. You'll come away with a renewed focus to ensure your new business venture succeeds.

Core Courses

- Book-keeping - Module 1
- Understanding Business Accounts in Ireland
- Introduction to Irish Business Structure and Law
- Marketing Essentials
- Costing & Pricing
- Project Management Fundamentals
- WordPress for Business
- Facebook for Business
- SEO for Business
- LinkedIn for Business
- Twitter for Business

Elective Courses* (Choose one)

- Sage 50 Accounts
- Book-keeping - Module 2
- Book-keeping - Module 3

*Alternative choices are available. Please talk with our Course Advisor.



Guideline Learning Time

121 hours flexi study or 5 weeks full-time***

*** Full-time is based on approx 20-30 hours a week

Business Award

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

The award has been designed particularly for those with work experience, but not necessarily in a commercial office setting - it could be from the retail and service industries or the public sector.

As Microsoft Excel is used extensively in finance administration, this course will also give you the knowledge and confidence to use spreadsheets to a good working standard.

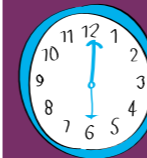
Having completed this award, you can be confident that prospective employers will have evidence that you have a practical understanding of business structure and law as well as business accounts, which other candidates may not possess.

It is also helpful for individuals who may be considering setting up their own business.

The award takes 42 hours - 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.

Core Courses

- Understanding Business Accounts in Ireland
- Introduction to Irish Business Structure and Law
- Microsoft Excel or Microsoft Excel Expert



Guideline Learning Time

42 hours flexi study or 2 weeks full-time**

** Full-time is based on approx 20-30 hours a week

Business & Management Training Courses

Different Leadership Attributes and Skills

If you are new to management or are looking for promotion, additional responsibility or to broaden your opportunities, then this course will give you key insights into successful leadership and how to make the most of your own leadership attributes.

Introduction to Irish 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 business structure and law.

Personalities, Profiles and Plans

This is the perfect self-development program for anyone who needs to understand their strengths and weaknesses - and want to 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 right at the beginning and look 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.

PRINCE2® Practitioner

This is a great course if you're looking to solidify and expand your existing Project Management 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.

Project Management Fundamentals

Split into four highly engaging parts, this course takes you through the full life cycle of a project in terms of defining what it is, planning every aspect to ensure you deliver on quality, timescales and budget, before finally implementing and completing the project. The last part involves evaluating how the project went - ensuring you can learn from every project and refine your processes.

Microsoft 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.

Team Development

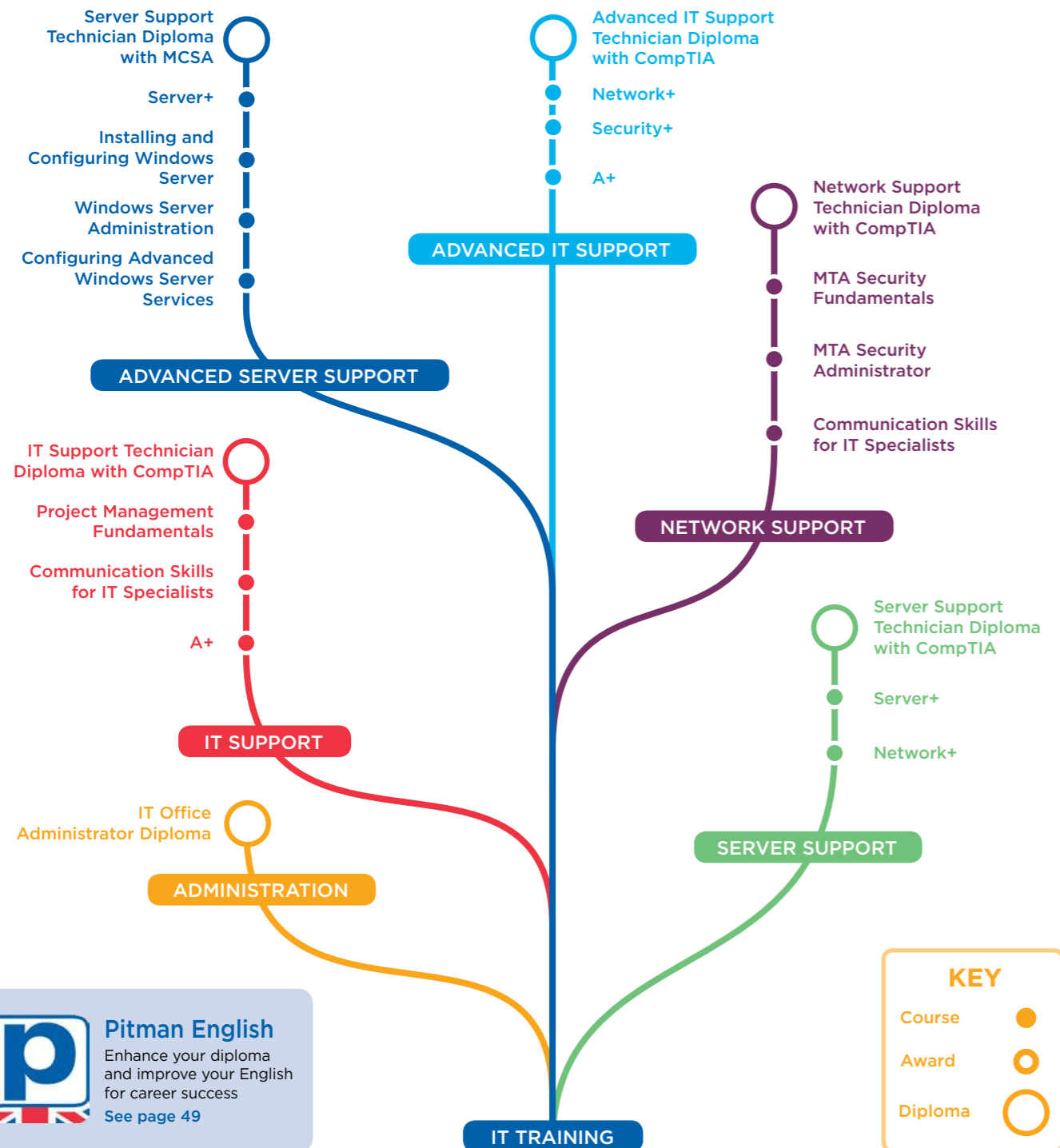
This e-learning course focuses on how to create and develop a successful team - from getting the most out of existing team members to recruiting new ones. During this course you will explore what makes a successful team, team development, and ways of communicating with a team.

***Please note this examination will need to be arranged and paid for separately at an appropriate PRINCE2® registered examination centre.

IT Training

Recommended Career Paths

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.



Pitman English
Enhance your diploma and improve your English for career success
See page 49

IT Support Technician Diploma with CompTIA

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.

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.

You'll learn how to install, repair, upgrade and maintain PCs and operating systems to ensure you have your company or customers back up and running in the timeliest manner.

Prerequisite: Basic IT awareness would be preferred before starting this course. Speak to your course advisor for more information.

Core Courses

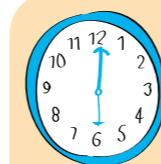
- A+
- Communication Skills for IT Specialists
- Project Management Fundamentals

Elective Courses* (Choose two)

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

*Alternative choices are available. Please talk with our Course Advisor.

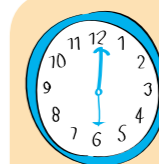
CompTIA



Guideline Learning Time

205 hours flexi study or 8 weeks full-time**

CompTIA



Guideline Learning Time

248 hours flexi study or 10 weeks full-time**

Please note vendor specific exams may need to be arranged separately. Speak with your Course Advisor for full details. ** Full-time is based on approx 20-30 hours a week

Network Support Technician Diploma with CompTIA

Our Network Support Technician Diploma is ideal for those of you who'd like to take your IT skills to the next level and become a network or system administrator.

This intensive diploma will give you the advanced technical skills you need to work for an external IT support company, or work in house within a company's IT department. You'll have the desire to work under pressure, offering support when it's needed - ensuring network systems run smoothly.

The opportunities for employment within the area of network support are enormous as businesses continue to grow and utilise the technology available to them. This is a vital role to ensure the smooth running of businesses reliant on their network and IT systems.

Core Courses

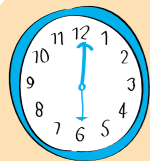
- Network+
- Communication Skills for IT Specialists
- MTA Server Administration
- MTA Security Fundamentals

Elective Courses* (Choose one)

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

*Alternative choices are available. Please talk with our Course Advisor.

CompTIA



Guideline Learning Time

163 hours flexi study or 7 weeks full-time**

Server Support Technician Diploma with CompTIA

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.

You'll undertake Server+ online training which guides you through how to build and maintain both server hardware and software.

You'll also cover the Network+ course which will help you learn how to manage and maintain basic network infrastructures. These two, along with the additional courses you decide to undertake, will ensure you meet the industry standard to be a successful Server Support Technician.

Core Courses

- Server+
- Network+

Elective Courses* (Choose one)

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

*Alternative choices are available. Please talk with our Course Advisor.

CompTIA



Guideline Learning Time

132 hours flexi study or 5 weeks full-time**

Server Support Technician Diploma with MCSA

The Server Support Technician Diploma 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 five core courses, all of which are designed to help you become confident in setting up, maintaining and managing server hardware and software.

If you want to achieve your Microsoft Certified Solutions Associate (MCSA) certification, this course will put you in the ideal position to go on and gain this renowned IT certification*.

Core Courses

- Server+
- Network+
- Installing and Configuring Windows Server
- Windows Server Administrator
- Configuring Advanced Windows Server Services



Guideline Learning Time

240 hours flexi study or 10 weeks full-time**

IT Office Administrator Diploma

The Pitman Training IT Office Administrator Diploma is your route to a job in IT as an office administrator in the tech sector. It is intended for anyone with an interest or experience in IT, looking to work in an administration or office support role.

As the tech sector continues to be one of the fastest growing employment sectors in Ireland, this unique IT Technical course will empower you to secure an administration role with the confidence to operate and appreciate underlying technical concepts and technologies.

Broken down into clear segments, the format of this exclusively designed course means you get to grips with one skill before starting on the next, and the practical exercises mean you get hands-on experience during the course. You'll be able to put what you learn into practice immediately.

Core Courses

- Typing
- Effective Business Communication
- IT Strata Fundamentals
- Communication Skills for IT Specialists
- Microsoft Word or Microsoft Word Expert
- Microsoft PowerPoint or Microsoft Outlook
- Microsoft Excel or Microsoft Excel Expert

Elective Courses* (Choose two)

- Learning Windows 7
- Time Management
- Microsoft Access
- Project Management Fundamentals

*Alternative choices are available. Please talk with our Course Advisor.



Guideline Learning Time

160 hours flexi study or 6 weeks full-time**

Please note vendor specific exams may need to be arranged separately. Speak with your Course Advisor for full details. ** Full-time is based on approx 20-30 hours a week

*Please note vendor specific exams may need to be arranged separately. Speak with your Course Advisor for full details. ** Full-time is based on approx 20-30 hours a week

IT Courses

A+

The Pitman Training CompTIA A+ provides the knowledge and skills necessary for a career in PC support. So if you're looking for a career in IT, this course is a great starting point.

The Pitman Training A+ course is designed to help you learn the skills enabling you to go on and gain accreditation, that is both recognised and endorsed internationally by leading industry computing manufacturers and organisations. On completion of this course, you will receive a Pitman Training certificate.

Communication Skills for IT Specialists

The world of IT can be confusing if you don't speak the language, so our Communication Skills for IT Specialists course is designed to help you effectively engage with all types of audiences.

This highly informative course will enable you to manage and build positive relationships throughout any organisation as businesses continue to embrace new technological advancements. To be a great communicator you need to be able to first of all understand the theory behind good communication and the positive results it brings.

You'll learn great negotiation and listening skills, together with assertiveness training and how to manage resistance and conflicts. What's more, to truly add value, you'll learn how to harness your creativity, create impactful presentations and discover the secret behind selling your ideas with passion.

The Pitman Training Communication for IT Specialists course will give you the confidence to work within any IT related business and make a difference.

CompTIA Cloud+

The CompTIA Cloud+ course is 30 hours in length and 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.

You will be guided through this online course by an experienced tutor and learn through the use of real-world scenarios, flash cards and practice exams.

CompTIA Cloud Essentials

This is a 20 hour online course, suitable for beginners, aimed at those looking to work in the IT industry.

The course will teach you essential knowledge about Cloud computing from a technical and business perspective, giving you a great foundation of Cloud Computing knowledge.

Configuring Advanced Windows Server Services

Our Windows Server Configuring Advanced Services course will help consolidate your knowledge of implementing, managing and maintaining a Windows server.

Through 5 comprehensive sessions covering subjects such as Failover Clustering, Advanced File Services, Dynamic Host Configuration Protocol, and more.

Installing and Configuring Windows Server

Preparing you with the technical knowledge required to install and configure Windows Server into any business environment, helping you to advance in your IT career.

From installing and administering Active Directory and configuring Hyper-V, to server configuration and installation, you will build up both your knowledge and skills in order to be able to implement, manage and maintain a Windows Server environment.

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.

You'll learn how to build and manage Microsoft Windows Servers, Windows based network operating systems, Active Directory domains, users, groups and computers, together

MTA Database Administrator Fundamentals Course

MTA Database Administrator Fundamentals is the first step on the path to becoming a Microsoft Certified Database Administrator or Database Developer. MTA is a new entry-level credential from Microsoft that validates the foundational knowledge needed to take the first step toward building a successful career in technology.

Network+

The Pitman Training Network+ course is designed to give you all the knowledge and skills you need to get a job as a network or system administrator.

But more importantly, it will give you the necessary skills and knowledge you need to gain a Network+ certification which is ranked as one of the most in-demand networking skill sets within the IT department.

Security+

This course will help you progress your IT and network administration knowledge and help you understand systems security, network infrastructure,

assessments, access control and audits. Successful completion of this course means you would be well placed to go on and gain the CompTIA Security+ qualification.

Server+

This course certifies the technical knowledge and skills required to build, maintain, troubleshoot and support server hardware and software technologies.

The exam covers virtualisation, disaster recovery and security procedures. It covers everything from hardware acquisition to preparing for disaster recovery, server virtualisation, and how to recognise and troubleshoot various hardware and software issues that may occur on servers.

Windows Server Administrator

Updating systems and software is key in most IT roles. Our Windows Server Administrator course, will give you the knowledge required to be able to learn to configure and manage NPS infrastructure, Active Directory, print services and configuration file.

Not only will you learn to deploy, manage and maintain servers, but you will also gain insight into the professional working environment of a server administration - taking an in-depth look at the Server 2012 features and built in functions.

"Due to an industrial injury, I had to change career from being an HGV driver and had no computer experience. Since studying the IT courses with Pitman Training, I have worked for Dell, British Telecom, Standard Life and the NHS and have just been offered a full time job as IT Analyst with St Andrew's University. I would highly recommend Pitman Training to anyone wishing to get into the IT industry."

Gary Russell



For advice about examination procedures, please contact your local Course Advisor.

For advice about examination procedures, please contact your local Course Advisor.

Web & Graphic Design Training

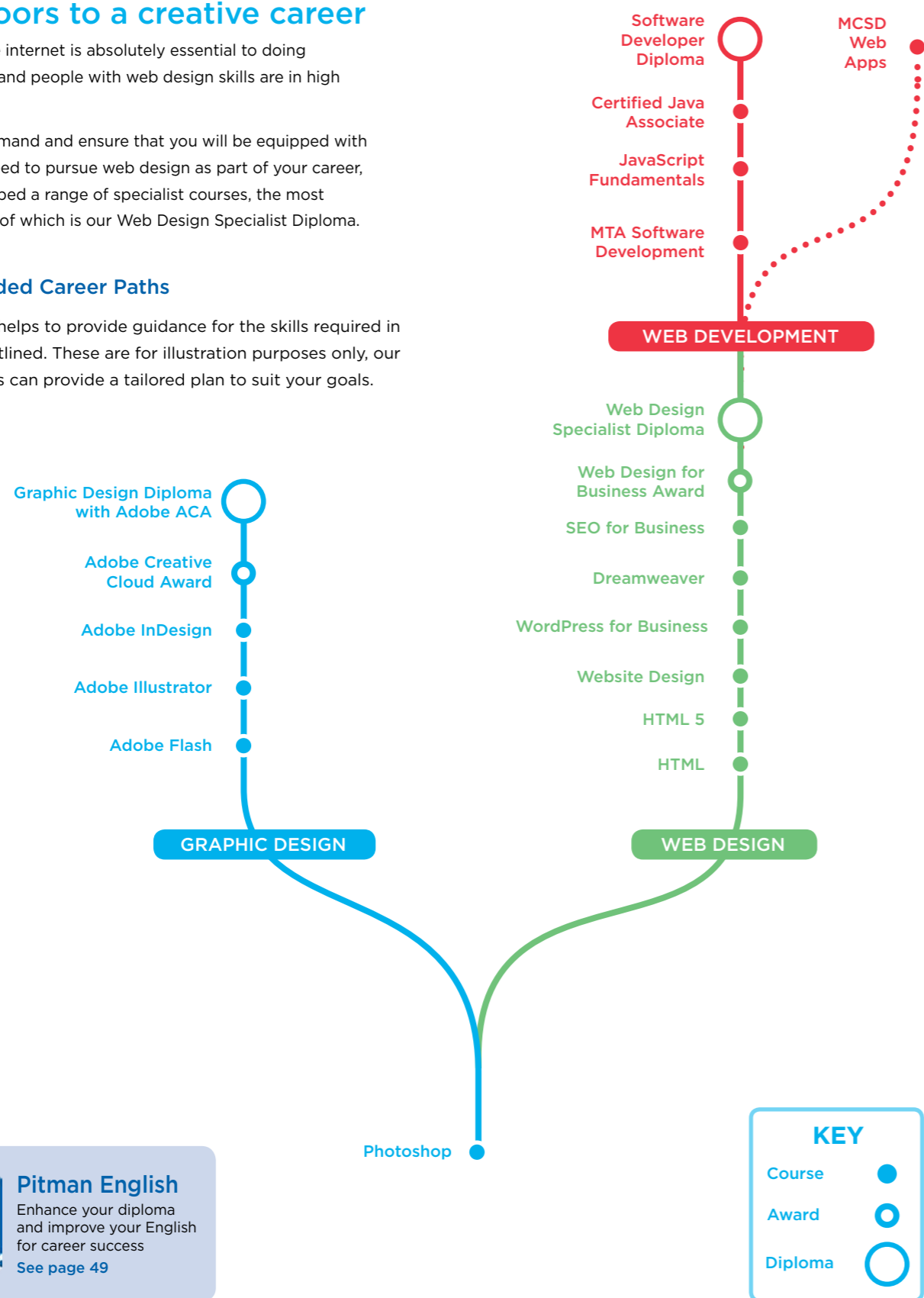
Open doors to a creative career

We all know the internet is absolutely essential to doing business today and people with web design skills are in high demand.

To meet this demand and ensure that you will be equipped with the skills you need to pursue web design as part of your career, we have developed a range of specialist courses, the most comprehensive of which is our Web Design Specialist Diploma.

Recommended Career Paths

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.



Pitman English
Enhance your diploma and improve your English for career success
See page 49

Web Design Specialist Diploma

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.

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 digital world 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 enable you to gain the technical knowledge that is required to make things happen online.

So with our Web Design Specialist Diploma your skills will be increasingly in demand as the world of new technology continues to grow.

Core Courses

- Website Design
- Dreamweaver or WordPress for Business
- Photoshop
- Introduction to HTML or HTML Fundamentals
- HTML 5

Elective Courses* (Choose two)

- SEO for Business
- CIW Foundations
- Powerful Presentation Skills
- Google+ for Business
- Effective Meeting Skills
- Project Management Fundamentals
- Flash
- Blogging for Business
- Fireworks

*Alternative choices are available. Please talk with our Course Advisor.

Guideline Learning Time
170 hours flexi study or 7 weeks full-time**

** Full-time is based on approx 20-30 hours a week



Graphic Design Diploma with Adobe ACA

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 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.

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 can prove to employers that you've gained industry skills, which are in high demand.

Core Courses

- Photoshop
- InDesign
- Dreamweaver or WordPress for Business
- Flash
- Illustrator

Elective Courses** (Choose two)

- Premiere Pro
- Project Management Fundamentals
- Powerful Presentation Skills
- Marketing Essentials

**Alternative choices are available. Please talk with your Course Advisor.

Completion of the diploma will mean you will be eligible to take the relevant Adobe ACA Exams*, which include:

- ACA Exam Dreamweaver
- ACA Exam Photoshop
- ACA Exam Flash
- ACA Exam Illustrator
- ACA Exam Premiere Pro
- ACA Exam InDesign



Guideline Learning Time

133 hours flexi study or 5 weeks full-time***

Software Developer Diploma

The Pitman Training Software Developer Diploma is an exciting addition to our course range and is your entry route to a job as a programmer or developer in the growing IT sector.

Working as a Software Developer, you will be responsible for the development, testing, administration and maintenance of software programs and code. A great advantage is that developers are employed across a wide spectrum of industry and in many organisations, so opportunities for career enhancement are many and varied.

Broken down into clear segments, the format of this course means you get to grips with one skill before starting on the next, and the practical exercises mean you get hands on experience during the course. You'll be able to put what you learn into practice immediately.

This specialised Diploma is intended for anyone with an interest or experience in IT, looking to work in an entry level development or software testing role. As the tech sector continues to be one of the fastest growing employment sectors in Ireland, with a significant shortfall in qualified software developers and coders, this unique training course will empower you to secure a role as a developer, programmer or software tester.

Core Courses

- HTML Fundamentals
- MTA Software Development Fundamentals
- MTA Database Administrator Fundamentals
- JavaScript Fundamentals
- Communications Skills for IT Specialists

Elective Courses** (Choose three)

- MTA Windows Development Fundamentals
- MTA Web Development Fundamentals
- MTA .NET Fundamentals
- Certified Java Associate
- HTML 5 Fundamentals

**Alternative choices are available. Please talk with our Course Advisor.



Guideline Learning Time

160 hours flexi study or 8 weeks full-time***

Web Design for Business Award

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

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 Web Design for Business Award will give you all the skills you need.

In this award you'll cover a wide range of topics from planning, design and initial build of a business website, Search Engine Optimisation (SEO) best practice and how to ensure you have the correct SEO in place on a website, through to working with images to produce professional looking graphics for your site.

There are three courses in this award; WordPress for Business, Search Engine Optimisation (SEO) and finally you can choose from Adobe Flash, Illustrator or Photoshop.

This award can be studied completely online so you can choose when and where you would like to study, and 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

- WordPress for Business
- SEO for Business

Choose one of the following:

- Photoshop
- Illustrator
- Flash



Guideline Learning Time

49 hours flexi study or 2 weeks full-time**

Adobe Creative Cloud Award

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

The full suite comprises Dreamweaver CC, Photoshop CC, Illustrator CC, InDesign CC, Flash CC and Premiere Pro CC, and this award lets you tailor the training to your requirements and you can choose any three of these programmes to study. 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 training is really flexible and is all done online, so you can study when and wherever you want.

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 Assistants, Web Designers or Video Editors.

Core Courses

Choose any 3 from the following:

- Dreamweaver CC
- Photoshop CC
- Illustrator CC
- InDesign CC
- Flash CC
- Premiere Pro CC



Guideline Learning Time

90 hours flexi study or 4 weeks full-time**

*Please note that exams will need to be booked and paid for separately *** Full-time is based on approx 20-30 hours a week

** Full-time is based on approx 20-30 hours a week

Web & Graphic Design Training

Certified Java Associate

For those who have little or no programming experience at all, The Pitman Certified Java Associate course is a great starting point. This highly engaging course will teach you all of the basics and how to use and interpret Java programming language. You'll gain an insight into the significance of object-oriented programming, the keywords and constructs of Java programming language. What's more, you'll learn how to create simple Java technology programs using a step by step approach. The Pitman Java Course also covers all the requirements to pass the Oracle Java Associate exam: 1Z0-850.

CIW Foundations

The CIW Foundations course from Pitman Training will give you a unique understanding of three areas which relate to businesses and the internet - internet business, data networking and website development. The course is designed to get you ready for the world of work - giving you practical business skills such as social networking - wikis, webcasting, blogging, podcasting and the key skill of search engine optimisation. You'll be led through everything from building basic web pages to working with HTML/XML code and e-commerce.

You will also gain a thorough understanding of networking relating to web technologies such as basic networking principles, TCP/IP, hardware and operating systems and network security. You'll learn the importance of Quality of Service (QoS), performance issues and how they affect today's web based businesses. In essence, this CIW Foundations course will give you a solid grounding and on completion of this course, you will receive a Pitman Training Course Completion certificate*.

Dreamweaver**

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 this renowned program. Subsequently you should then be confident to go on and build your own website using Dreamweaver.

Fireworks**

The Pitman Training Fireworks course allows you to learn the essential skills you need to create expressive, highly optimised graphics for the web or any device including smart phones and embedded displays. The course will take you through all of the core skills step by step, including how to create websites, user interfaces and rich

prototypes which are both editable by vector and bitmap models. 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.

Flash**

Unlike other Flash courses, ours is designed to bring you up to the industry standard required for creating Flash animation or movies. After your Flash course, you'll be familiar with Flash to the level of the Adobe Certified Associate qualification. Over 15 detailed course units, you'll develop an in-depth understanding of every aspect of the program. Among the many subjects covered are using the interface, the Flash editor, entering and formatting text, creating layers, the Flash library, creating animations, making animations interactive, working with rich media content and conducting technical tests.

HTML Fundamentals

This course teaches the basic principles behind the most common language used for web page creation today. It explains how HTML tags and attributes are used to format text and paragraphs, add images and colour, along with creating links, tables and web page frames. You'll also learn how to use Cascading Style Sheets (CSS) in your web page creation, and create multimedia effects and forms to further enhance your web page.

HTML5

HTML5 teaches 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. Learn to use the new <audio> and <video> tags to embed audio and video directly into your web pages. Work with the new <canvas> tag and give your viewers the ability to draw right on your page.

Illustrator**

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 programmes. You'll learn to exploit all of the inbuilt features, including creating distinctive vector artwork, utilise precise drawing tools and a host of shortcuts to help you create your designs confidently and with ease.

Illustrator offers you fantastic features like perspective drawing, draw shapes and scene in 1-, 2-, and 3-point linear drawings. Plus you'll learn to add character to imagery with the Bristle Brush tool and create vector objects on a file's pixel grid to deliver pixel-aligned raster artwork.

InDesign**

If you want to embark on a career as a graphic designer or art director, InDesign is a program that you'll need to learn how to master. The software lets you design engaging page layouts for print or digital with the built in tools and precise control over typography. You'll explore the software in depth, learning how to create pages with different sizes in a single document, add interactivity, motion, sound, and video to documents and presentations, exporting directly to SWF for playback in the Adobe Flash® Player runtime. With InDesign on your CV you'll be able to demonstrate that you have the essential skills to work in any busy creative studio.

Introduction to HTML

This is exactly the course you need if you want to learn HTML code to allow you to create your own websites, either for yourself or for work. Unlike other HTML courses, this one is based on a flexible self-study system, so you can take your HTML lessons at your own pace, progressing whenever and wherever it suits you.

JavaScript Fundamentals

If you're working towards a career as a web designer, Java Fundamentals will give you a great foundation and allow you to fully utilise the features of JavaScript language. JavaScript Fundamentals from Pitman Training will help you to fully explore how to design in-house, platform-independent solutions and gain an understanding of the most popular applications of JavaScript. You'll learn JavaScript language essentials including code development, writing programmes and script for the JavaScript object model, programme flow control, form validation, image animation, frame targeting and cookie creation.

On top of which, this highly engaging course will teach you website implementation, authoring and scripting, content creation, web management and all of the digital media tools at your disposal.

On completion of this course, you will receive a Pitman Training Course Completion certificate*.

Photoshop**

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 split over 8 lessons.

Photoshop Elements

Having completed this course you'll be able to edit photographs and use animated features to create amazing photos and share them via social networks. The course takes around 20 - 25 hours to complete. You can study at your own pace in one of our handy town or city centre locations. You'll also receive the support and encouragement from our friendly Course Advisors.

Premiere Pro**

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. Work in Adobe Story. Compress and deliver your video masterpieces using the latest techniques in DVD and Online media formats

Website Design

The course will take you through each aspect of the design and build process step by step - ensuring your websites are both user friendly and interactive so visitors can easily navigate. You'll learn about layout, web safe colours and how to create a site plan, together with the production tools including Microsoft Expression Web, and Adobe Dreamweaver, Fireworks and Flash. What's more you'll learn about design and development technologies, including Cascading Style Sheets (CSS), Extensible Mark-up Language (XML), JavaScript, Java applets and Dynamic HTML.

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. You'll gain an understanding into best practice when creating the website content, and once you've got your site ready to go live you'll then cover how to enhance your WordPress website using SEO, how to monitor and track the success of the site using Google Analytics and how to report on its progress and success.

* Please note that Vendor specific exams may need to be organised separately. ** Courses for Adobe Creative Cloud version of these packages are also available.

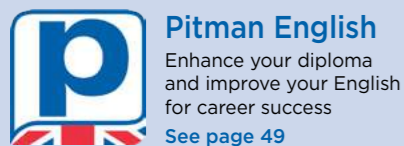
* Please note that Vendor specific exams may need to be organised separately. ** Courses for Adobe Creative Cloud version of these packages are also available.

Self and Career Development

Career development is not always just about learning new technical skills – how you develop your interpersonal skills is vital too.

Pitman Training recognises the importance employers place on these 'softer' skills and offers a range of Self & Career Development Training courses to help you develop a number of key areas, such as communication and time management.

What's more, if you're looking for a new job or career, we also offer courses on how to get into popular professions such as marketing and HR, as well as how to be effective at work and get the job you really want.



Pitman English
Enhance your diploma
and improve your English
for career success
See page 49

Social Media for Business Diploma

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 Diploma under your belt you'll be able to create a strategy that's highly tuned to your specific objectives.

Core Courses

- Social Media Strategy for Business
- Facebook for Business
- SEO for Business
- LinkedIn for Business
- Twitter for Business
- Google+ for Business
- Video for Business
- Blogging for Business
- Effective Business Communication
- Marketing Essentials

Elective Courses* (Choose three)

- Job Hunting in a Digital World
- Flash
- Photoshop
- Event Management Essentials
- Illustrator
- Time Management
- WordPress for Business

*Alternative choices are available.
Please talk with our Course Advisor.



Guideline Learning Time

109 hours flexi study or
4 weeks full-time**

Event Management Diploma

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 in 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. Fly by the seat of your pants and disaster will strike.

Core Courses

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

Elective Courses* (Choose two)

- SpeedWriting
- Team Development
- Photoshop
- Microsoft Word or Microsoft Word Expert
- Microsoft Excel or Microsoft Excel Expert
- Microsoft PowerPoint or Microsoft Access
- Microsoft Outlook
- Effective Business Communication or Business Document Production
- LinkedIn for Business
- Twitter for Business

*Alternative choices are available.
Please talk with our Course Advisor.



Guideline Learning Time

112 hours flexi study or
4 weeks full-time**

** Full-time is based on approx 20-30 hours a week

Event Management Award

Organising events is a sought after skill for many roles. Making sure you have the correct skillset to run stress-free, seamless events is essential.

Juggling multiple tasks, co-ordinating groups of people, marketing for maximum success, and taking care of all the little details which others would forget all play a part in managing a successful event.

Getting under the skin of events means they become easier to manage. Event organising is no walk in the park and there are many complexities that go into making an event a success.

Our practical, 'hands on' award will give you the skills you need to succeed.

Core Courses

- Event Management Essentials
- Marketing Essentials
- Microsoft Word or Microsoft Excel

Social Media Award

Our Social Media Award takes you through a vast amount of content, in a short space of time.

You'll become fully immersed in the world of social media, and be awash with ideas for how you can use it in business, to help achieve results that boost your career.

If you're looking for a career in marketing, event management, or as an Exec PA, you can't hide from social media. A fantastic addition to our Event Management Diploma or Executive PA Diploma, as well as being a strong individual course, this diverse, practical award equips you with various skills.

As it's an online course you can work on it at a time that suits you, and our course advisors are also on hand to support you, should you need their help.

Areas covered include:

- Social media skills across Twitter, Facebook, LinkedIn, Google+
- Using video within your social media plans
- Using social media to boost SEO including Blogging
- Creating effective business strategies for social media engagement

Core Courses (Choose four)

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



Guideline Learning Time

20 hours flexi study or 1 week full-time*

Pitman English Diploma

English language is one of the most common languages in business and trade across the globe.

Improving your fluency, whatever level you are at, can increase your career prospects, and open up doors to new opportunities.

The Pitman English Diploma, has been designed to help you get to grips with reading, writing, speaking and listening, whilst also assisting you in developing communication channels such as business communication and social media. This diploma offers a wide and varied range of learning methods which will not just help to ensure you increase your competency, but also enjoy learning at the same time.

Pitman English gives you the ability to test and track your progress along the way, combining online resources, with live tutoring sessions. This component is available in 3, 6 and 12 month packages depending upon your current ability and desired level of achievement.

Following successful study of this course, learners will have the required skills to take the IELTS examination which must be organised separately at an appropriately mandated testing venue.

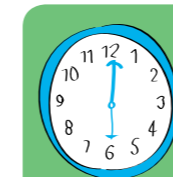
Core Courses

- Pitman English
- Effective Business Communication

Elective Courses* (Choose four)

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

*Alternative choices are available. Please talk with your Course Advisor.



Guideline Learning Time

74 hours flexi-study over 14 weeks*
* 3-months minimum study period.

Pitman English Course

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 3 months to track and monitor your progress. The course level will then advance as appropriate.

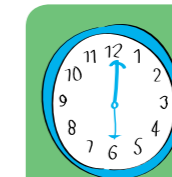
You can study up to 3 units at any one time. The topic of the units is your choice, and there is a wide ranging selection available with subjects such as:

- | | | |
|-------------------------------|-------------------------------|--------------------|
| • Sports | • Shopping | • Health |
| • Technology | • Business | • Hospitality |
| • Travel | • Family & Friends | • Manufacturing |
| • Food & Drink | • Fitness & Healthy Lifestyle | • Personal Finance |
| • Celebrities & Entertainment | | • Politics |
| • Arts & Culture | | • World News |

Each unit will comprise different activities, exercises and games, all designed to provide an interactive and enjoyable study experience. As you're learning, you'll be building up your Word Bank, which will then provide one of the resources you'll be required to study each week.

One valuable resource you will have access to is the tutoring sessions, which you can take part in with a wider group. Before starting this course you must already have some basic English language understanding.

Following successful study of this course, learners will have the required skills to take the IELTS examination which must be organised separately at an appropriately mandated testing venue.



Guideline Learning Time

40 hours flexi study or 2 weeks full-time**

* Full-time is based on approx 20-30 hours a week

** Full-time is based on approx 20-30 hours a week

Self and Career Development Courses

Blogging for Business

This course takes students from the initial stages of exploring and using other people's blogs to gain exposure, to creating and managing their own blog, producing and distributing posts through social media channels, and building a network of fellow bloggers.

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.

Event Management Essentials

Getting under the skin of events means they become easier to manage. Event organising is no walk in the park and there are many complexities that go into making an event a success. Learn some tricks of the trade and really get to grips with event project management to ensure your events are always ones people are talking about for all the right reasons.

Facebook for Business

This is a whistlestop tour of how to use Facebook to promote your company. Looking at how individuals use it and how businesses can capitalise on this, this short online course covers all bases. From setting up your timeline, to attracting fans to your page, to sponsoring stories, to measuring engagement, we look at the whole spectrum of opportunities that this social media platform offers.

Get into Journalism

Getting your first job in journalism can be tricky. This course will give you the answers and help demonstrate your commitment to potential employers. It will also help you if you have PR responsibilities in your work.

This journalism course gives you an overview of a journalist's life; the perfect introduction for moving to journalism training.

Get into PR

Public Relations, media relations or PR is one of the most desirable career paths. Of the many public relations courses available, this one is excellent for introducing you to the basics; that you can put to immediate use. All you need is a familiarity with Microsoft Word, Publisher, PowerPoint and the internet. The course begins with a definition of PR and the duties of a PR Assistant moving through to writing press releases before ending with feature articles.

Go - Make a Difference

The GoMAD® Thinking System is a unique and innovative way to achieve personal and business success. Over 8 hours, you'll learn how to make a huge difference to your private and professional life through self-development. All you need is a basic knowledge of Word - a deep belief in yourself and a desire to build your confidence.

Google+ for Business

Google+ for Business is an online course that takes the mystery out of one of the newest and most under-utilised social media platforms. It delves into what the platform does for you personally, and as a business user, and unearths tricks of the trade that you'll find really valuable.

From setting up your Google+ profile, to joining circles, sharing documents and publishing articles no stone is left unturned.

Health and Safety Essentials

Amongst the many health and safety training courses, this is the one which tells you all you need to know in just six hours. This is a flexible learning programme - unlike many other health and safety training courses - so you'll have the freedom to self-study whenever it suits you. That's because we use an interactive e-learning system which makes this an extremely simple and useful health and safety course.

HR Essentials in Ireland

HR Essentials in Ireland is an entry-level HR training course. You will learn essential knowledge on areas such as recruiting new staff, employment contracts, salary processing and maternity rights. Through the use of a case-study, you'll gain an excellent understanding of the ins and outs of HR in a business.

Interpersonal Communications

One of several communication courses offered by Pitman Training, this course tackles a core skill that's often in demand - particularly if you're looking for promotion, additional responsibility or to broaden your opportunities. Moving you on from basic communication skills, this course considers key communication areas in depth to help you become more confident in the workplace as well as more effective.

LinkedIn for Business

This is a short online course to bring you up to speed with using LinkedIn in a business environment, whether as an individual, or as a company. It takes you through setting up your LinkedIn profile and then 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

As competition for jobs has been increasing, so too has the pressure on employers to make sure they select the right candidate.

To aid the interview process, more and more employers are turning their attention to researching a prospective employee by looking at their social media activity to see what sort of online personal brand they present. The course will give you valuable advice and guidance on making sure you're using LinkedIn to its fullest.

Managing Internal and External Workplace Communications

This e-learning course is one of a range of courses offered by Pitman Training on communications - this focuses specifically on internal and external communications, information flows within organisations and using data effectively.

If you have management responsibilities and/or a role that includes knowledge management or internal and external communications, then this course will help you harness information effectively.

Marketing Essentials

Many roles include a marketing element. Over simple lessons, this course introduces you to the principles of marketing and all the major elements.

Marketing Mix

Central to effective marketing is the 'marketing mix' - how you determine a marketing communications plan based on evidence and knowledge, which will improve effectiveness and return on investment. 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 course complements our 'Marketing Mix' course - here we offer an overview of this important discipline, as well as detail on core principles. This will help you become confident in understanding the real function and nature of marketing. You will also examine key practices and marketing techniques, such as how to analyse buyer behaviour.

Pitman English

This is an online training course which will help you improve key English language areas: Reading, Listening, Writing and Speaking. Before starting this course you must already have some basic English language understanding. See page 49 for full information.

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. The course starts at the very beginning, defining what SEO is and why it's important, before delving into how different search engines work and what they're looking for.

Social Media Strategy for Business

Social media is no longer just for us to keep in touch with people on the other side of the world - it's now very much recognised as a crucial business tool, and powerful method of communication, no matter what sector you work in. However, using it for business brings new challenges and there are many do's and don'ts to be aware of.

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. If you were designing perfect time management training courses, you'd end up with this one.

Studied online, it explores the techniques and skills needed for effective time management looking at work patterns, planning and scheduling, and reinforcing your learning with activities and quizzes.

Twitter for Business

This is a short online course that takes you through the basics of how to get started on the online micro-blogging platform. It starts at the very beginning showing you how to set up your profile and takes you through posting your first tweet. You'll then move on to looking at how you can organise your twitter account, and you'll see how you can use it most effectively for a number of different purposes.

Taking you through the technical aspects, as well as helping you see what kind of things to post, and who to interact with, this short online course is a great first step into the world of Twitter.

Video for Business

Video for Business has been created to show you that professional videos for your business are within reach. You no longer need thousands of pounds and a full team of experts, to be able to create corporate videos or videos for marketing your company.

This short online course walks you through the technical aspects you need to know but it also goes much further than that. It shows you how you can use video in business, and helps you understand how this fits into the wider marketing mix.

Index of Diplomas, Awards and Courses

PA & Secretarial Training

Diplomas

Advanced Legal Secretary Diploma - Irish Law	6
Executive PA Diploma	4
Legal Secretary Diploma - Irish Law	7
Medical Admin Diploma	8
Medical Secretary Diploma	8
Medical Receptionist Diploma	9
Professional Executive PA Diploma	3
Secretarial Diploma	9
Virtual Assistant (VA) Diploma	5

Awards

Legal Secretary Award	10
Medical Office Award	10

Courses

Audio Transcription	11
Business Document Production	11
Effective Business Communication	11
Effective Online Communication	11
Medical Audio Transcription	11, 17
Medical Terminology	11
Medical Word Processing	11
Minute Taking Skills	11
Numeric Data Entry	17
Shorthand Fast	11
Shorthand Speed Development	11
Socrates Healthcare	11
SpeedWriting	11
Successful Meetings and Minutes	11
Teeline Shorthand	11
Teeline Fast Shorthand	11
Typaz	17
Typaz Speed	17
Typaz Professional	17
VA Essentials	11

Seminars

From Good to Outstanding
From PA to Executive PA
Managing Upwards - PA Seminar
Meetings and Minutes PA Seminar - 2-Day Masterclass

SpeedWriting - 1 day course
The Executive PA
Teeline Fast - Beginners Course
Teeline Fast Shorthand - Beginners Course
The H.I.P. PA - Managing Highly Influential People
Typing

General Office Skills Training

Diplomas

Administrative Assistant Diploma	13
HR Administrator Diploma	15
Marketing Assistant Diploma	15
Office Skills Diploma	13
Receptionist Diploma	14

Courses

ECDL (European Computer Driving Licence)	16
HR Essentials in Ireland	16
Marketing Essentials	16

Seminars

Appraisal Skills
Better Business Writing
Business Writing Skills
Communications Skills
Customer Care
Professional Receptionist
Report Writing
Telephone Techniques

Microsoft Office Training

Diplomas

Microsoft Office Diploma	19
Microsoft Office (MOS) Certification Diploma	20
Microsoft Office Plus Diploma	19
Office IT Diploma	21

Award

Microsoft Office Award	22
------------------------	----

Courses

Microsoft Access	23
Microsoft Excel	23
Microsoft Excel Expert	23
Microsoft Mail Merge	23
Microsoft Outlook	23
Microsoft PowerPoint	23
Microsoft Publisher	23
Microsoft Word	23
Microsoft Word Expert	23
Office 2010... Fast! (Modules 1-3)	23

Seminars

Access (All Levels)
Optimise your database
Excel Advanced
Excel Introduction

Finance & Accounting Training

Diplomas

Accounting Technician Diploma with AAT Qualification	25
Advanced Accounts Diploma	26
Book-keeping Diploma	26
Book-keeping Award with AAT Qualification	27

Awards

Book-keeping Award	27
Finance Award	28
Payroll Award	28

Courses

Accounting Principles, Standards and Conventions	29
Book-keeping - Module 1	29
Book-keeping - Module 2	29
Book-keeping - Module 3	29
Costing and Pricing	29
Manual and Computerised Payroll	29
Sage 50 Accounts	29
Understanding Business Accounts in Ireland	29
Working Effectively in Accounting and Finance	29

Seminar

Book-keeping and Accounts Training

Business & Management Training

Diplomas

Business Startup Diploma	32
Management Diploma	31
Office Manager Diploma	31
Project Management Diploma	32

Award

Business Award	33
----------------	----

Courses

Different Leadership Attributes and Skills	33
Introduction to Irish Business Structure and Law	33
Microsoft Project	33
Personalities, Profiles and Plans	33
PRINCE2® Foundation	33
PRINCE2® Practitioner	33
Project Management Fundamentals	33
Microsoft Project	33
Team Development	33

Seminars

Conflict Management
Managing People Effectively
Project Management Principles
Supervision and Appraisal Seminar
Supervisory Skills

IT Training

Diplomas

Advanced IT Support Technician Diploma with CompTIA	35
IT Support Technician Diploma with CompTIA	35
IT Office Administrator	37
Network Support Technician Diploma with CompTIA	36
Server Support Technician Diploma with CompTIA	36
Server Support Technician Diploma with MCSA	37

Courses

A+	38
Communication Skills for IT Specialists	38
CompTIA Cloud+	38
CompTIA Cloud Essentials	38
Configuring Advanced Windows Server Services	38
Installing and Configuring Windows Server	38
MTA Networking Fundamentals	38

Index of Diplomas, Awards and Courses (Continued)

MTA Security Fundamentals	38
MTA Server Administration Fundamentals	39
MTA Database Administrator Fundamentals Course	39
Network+	39
Security+	39
Server+	39
Windows Server Administrator	39

Web & Graphic Design Training

Diplomas

Graphic Design Diploma with Adobe ACA	42
Web Design Specialist Diploma	41
Software Developer Diploma	42

Awards

Adobe Creative Cloud Award	43
Web Design for Business Award	43

Courses

Certified Java Associate	44
CIW Foundations	44
Dreamweaver	44
Fireworks	44
Flash	44
HTML Fundamentals	44
HTML5	44
Illustrator	44
InDesign	45
Introduction to HTML	45
JavaScript Fundamentals	45
Photoshop	45
Photoshop Elements	45
Premiere Pro	45
Website Design	45
WordPress for Business	45

Seminars

Adobe Acrobat
Adobe Photoshop
Dreamweaver Introduction
FrontPage Level 1
FrontPage Level 2

Self and Career Development

Diplomas

Event Management Diploma	47
Pitman English Diploma	49
Social Media for Business Diploma	47

Awards

Event Management Award	48
Social Media Award	48

Courses

Blogging for Business	50
Communications in an Organisation	50
Event Management Essentials	50
Facebook for Business	50
Get into Journalism	50
Get into PR	50
Go - Make a Difference	50
Google+ for Business	50
Health and Safety Essentials	50
HR Essentials in Ireland	50
Interpersonal Communications	50
LinkedIn for Business	50
LinkedIn for Jobseekers	51
Managing Internal and External Workplace Communications	51
Marketing Essentials	51
Marketing Mix	51
Marketing Principles and Practices	51
Pitman English	49, 51
SEO for Business	51
Social Media Strategy for Business	51
Time Management	51
Twitter for Business	51
Video for Business	51

Seminars

Achieving a Work/Life Balance
Applying for jobs
Assertiveness
Assertiveness and Confidence Skills Seminar
CV and Interview Skills Seminar
Dealing with Difficult People
Effective Communication Skills Seminar
Influencing Skills
Interviewing Skills
Presentation Skills
Successful Job Interviews
Train the Trainer
Time Management
Workplace Conflict Resolution Seminar
Working with Assertiveness
Working with Stress

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.



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.



BSI

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



Career Transition Partnership

The Pitman Training network is now a preferred supplier of CTP and will offer flexible career path business and IT training programmes which gives the Service Leaver the skills they need to make the transition to civilian life.

The CPD Standards Office

CPD PROVIDER: 21121
2014 - 2016
www.cpdstandards.com



The CPD Standards Office

Many training programmes provided by Pitman Training are CPD 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.



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.



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.



IAB (International Association of Book-Keepers)

Most Pitman Training Centres are registered IAB examination centres to enable students to progress to take examinations in manual and computerised book-keeping. AAT exemptions apply for some IAB Level 2 qualifications.



MCSA

The Microsoft Certified Solutions Associate (MCSA) certification is for IT professionals and developers looking to get their first job in Microsoft technology.

Microsoft® IT Academy

Microsoft IT Academy

Many of our training centres have Microsoft IT Academy status.

Microsoft Partner

Silver Midmarket Solution Provider

Microsoft Certified Partner

Pitman Training has achieved the following competencies:

- Information Worker Solutions
- Networking Infrastructure Solutions
- Advanced Infrastructure Solutions



Microsoft Office Specialist (MOS)

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

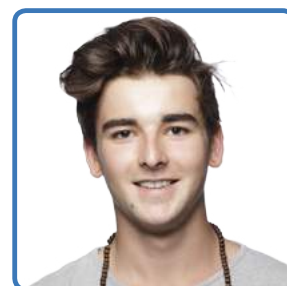


Get the Pitman Advantage™

The **Big BOOK**


Quality training with
industry standard
certification

Your guide to our full range
of Diplomas, Awards,
Courses & Seminars



Follow us online:

 [pitmantrainingirl](#)

 [pitmantrainingi](#)

 [pitmantraining](#)

Call now on:

1800 532632

to speak to a course advisor or visit:

www.pitman-training.ie

**pitman™
training**

Get the Pitman Advantage™