Ireland
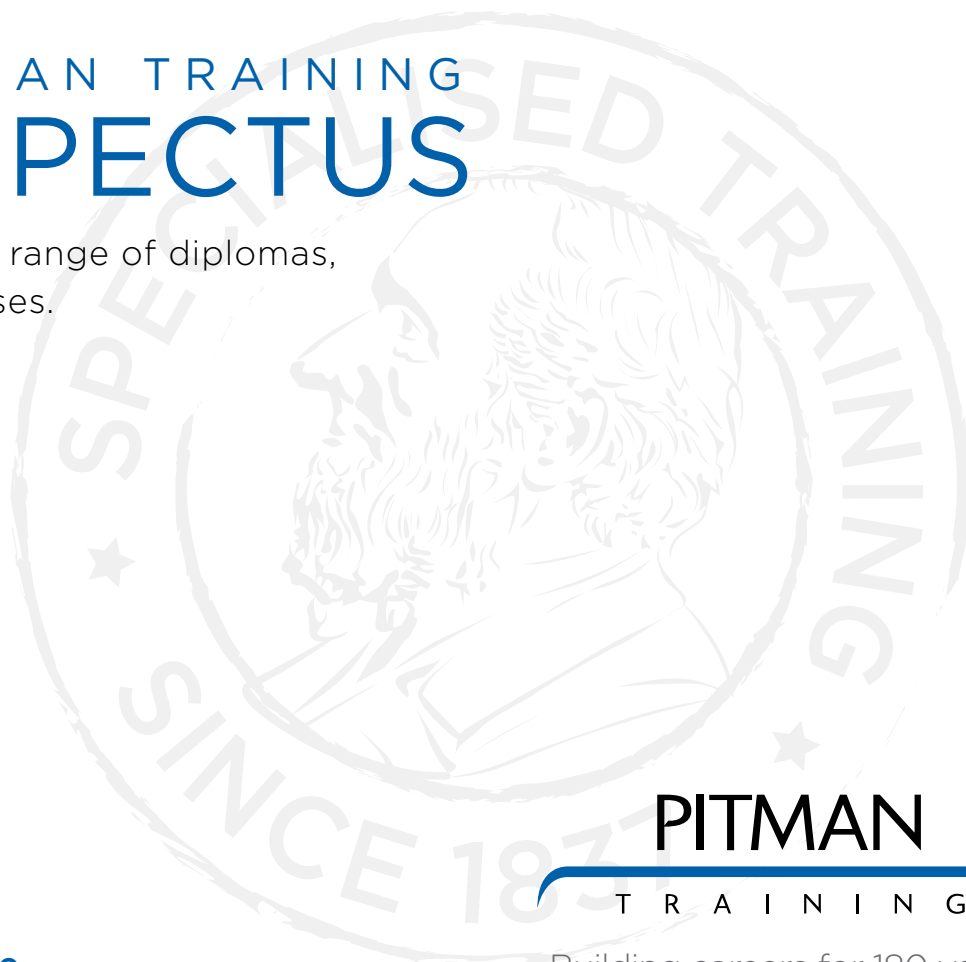
THE PITMAN TRAINING
PROSPECTUS

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

pitman-training.ie

PITMAN
TRAINING

Building careers for 180 years.

A Brief History of Pitman Training

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

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

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

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

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

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

Call now: **1800 532632**

Career-focused, flexible learning

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

Why Train?

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

PERSONAL GOALS

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

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

BUSINESS AIMS

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

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

Our Training

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

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

Continuing Professional Development

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

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

THE BENEFITS AT A GLANCE

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

Contents

How to choose the right course for you or your staff

The Pitman Training approach to providing you with career advice and guidance on training is a simple one. We always invite anyone who contacts us to come in to the nearest training centre and meet with one of our Course Advisors. We'll set some time aside to find out about your career aims, your current skills, what you hope to achieve and when you want to get started.

We then review our extensive programme of diplomas, awards and courses to identify and recommend the best option for you. Often the recommendation is tailored to ensure you learn the specific skills you need to successfully progress your career. We will also confirm the course fees for your recommended study programme. We'll discuss the various payment options we can provide and take into account your budget for investing in your career.

Your future career and the training you choose are such important decisions that setting some time aside to meet with a Course Advisor is a vital first step. As our training centres are open daytime and in the evenings, we'll be able to fit you in and you won't be kept waiting. It really is that simple, so give us a call on **1800 532632**. We look forward to meeting you.

We place great importance on what our students tell us about their Pitman training experience and our student survey last year confirmed that our approach to learning is an essential part of the process to ensure you make an informed decision. The ratings we received in other areas made it clear that what we offer at Pitman Training really does work. Make Pitman Training work for you!

Survey Results

Did your Pitman Training course help your job prospects?	YES **97.1%**
Would you recommend Pitman Training to a friend or colleague?	YES **99.6%**

Our survey also asked why our students had chosen Pitman Training. In their responses, our students confirmed the following factors were 'Important and Essential' in their decision.

Flexible learning so that you can choose your study times	YES **97.0%**
We provide certification that is recognised and respected by employers	YES **96.0%**
Practical course content focused on the skills needed in employment	YES **96.5%**
Friendly and knowledgeable Course Advisors	YES **95.2%**
The content of Pitman Training courses is of the highest quality	YES **96.6%**

Help and Advice

Whatever your reason for training, Pitman Training courses are tailored to suit you. We offer everything from one- or two-day workshops and 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 offering specialist training advice and industry-specific career guidance that's free to all learners. We also have an online advice centre which is designed to provide guidance on many topics related to office work, skills, training, job searching and securing and general advice.

YOU CAN FIND OUT MORE ON

- How to get ahead in your career
- CV advice
- Interview techniques
- Salary guides
- Industry-specific career guidance

Visit the Advice Hub at:
pitman-training.ie/advice-hub

Our full range of Diplomas, Awards & Courses

Office & Secretarial

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

Career Roadmap

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

LEGAL
- Advanced Legal Secretary Diploma in Irish Law
- Legal Secretary Diploma in Irish Law
- Legal Receptionist Diploma in Irish Law
- Wills & Probate Law in Ireland
- Family Law in Ireland
- Criminal Law in Ireland
- Company Law in Ireland
- Conveyancing Law in Ireland
- Civil Litigation in Ireland
- Legal Secretary Award
- Introduction to Law in Ireland

VIRTUAL ASSISTANT
- Virtual Assistant Diploma
- Project Management
- Effective Online Communication
- Social Media for Business Courses
- Introduction to Irish Business Structure & Law
- Understanding Business Accounts
- Marketing Essentials
- VA Essentials

EXEC PA
- Professional Executive PA Diploma
- HR Essentials in Ireland
- Sage Accounts
- Sage Payroll
- Bookkeeping (Three Modules)
- WordPress for Business
- Executive PA Diploma
- Event Management
- Access
- Excel Expert
- Word Expert
- PowerPoint

MEDICAL
- Medical Secretary Diploma
- Medical Audio Transcription
- Medical Receptionist Diploma
- Professional Receptionist Seminar
- Medical Admin Diploma
- Medical Office Award
- Medical Word Processing
- Medical Terminology
- Socrates GP Practice Healthcare

PA/SECRETARIAL
- Secretarial Diploma
- Successful Meetings & Minutes
- Audio Transcription
- Receptionist Diploma
- Professional Receptionist Essentials
- Outlook
- Excel
- Word
- Effective Business Communication
- Touch Typing - typaz professional

KEY
- Course
- Award
- Diploma

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

Secretarial courses have always been a core focus at Pitman Training and they remain so, and as technology has progressed, so too have our courses, to enable more flexible ways of learning.

Employers value the Pitman Training Secretarial certification - we have many happy students now in employment who can tell you so.

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

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

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

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

Whether you are a new or experienced secretary, professional development is key to enhancing your career. Our Secretarial course range is sure to provide you with methods which will increase your productivity and overall output.
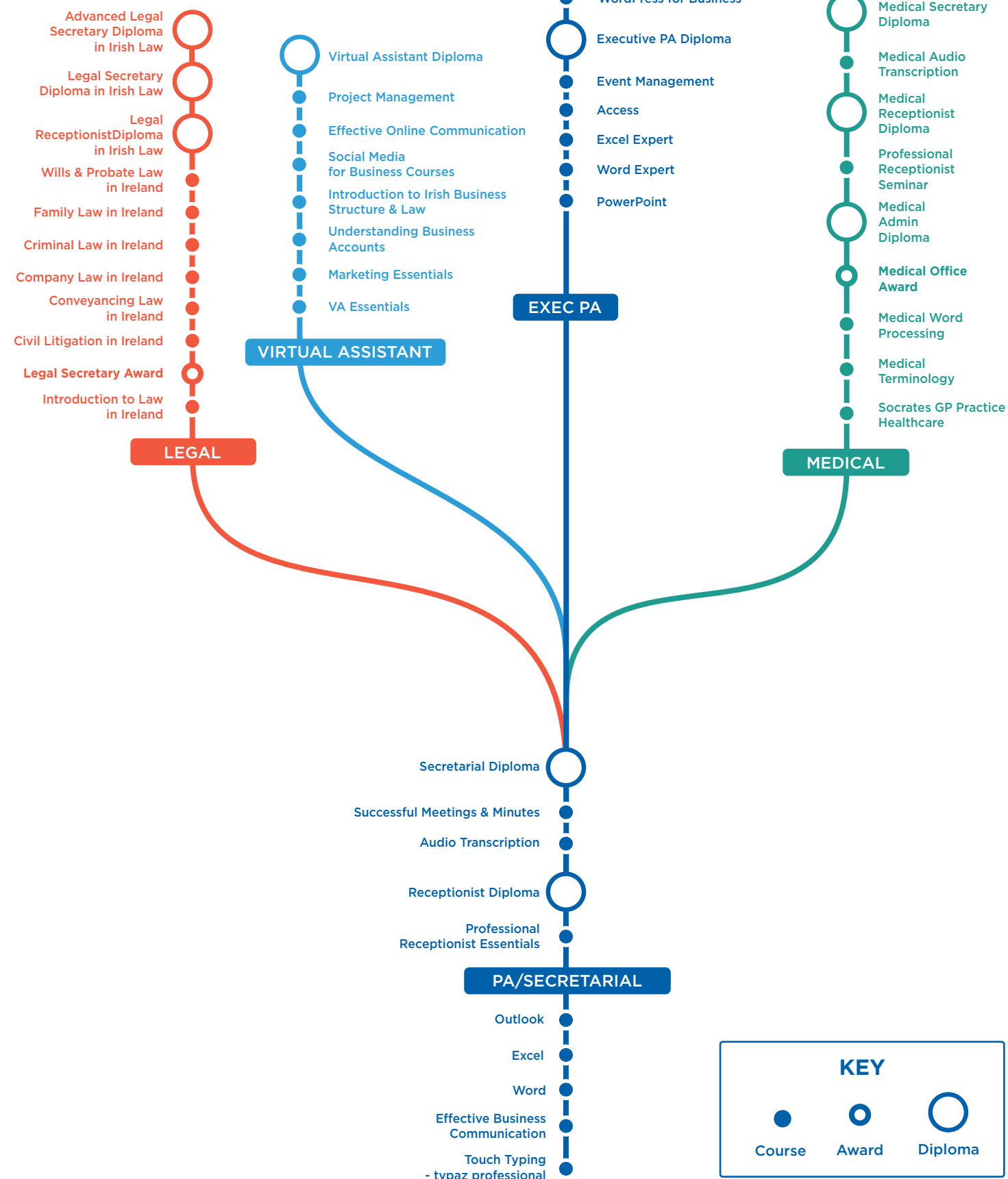
Professional Executive PA Diploma

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

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

Quite simply, this is the most comprehensive Executive PA training available.

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

CORE COURSES

- Typaz Professional
- Effective Business Communication
- Time Management
- Leadership Skills
- Word
- Word Expert
- Excel
- Excel Expert
- PowerPoint
- Outlook
- Audio Transcription or Marketing Essentials

- Successful Meetings and Minutes
- Social Media Strategy for Business
- Facebook for Business
- Twitter for Business
- LinkedIn for Business
- HR Essentials in Ireland
- Shorthand (optional)
- PC Essentials

ELECTIVE COURSES (choose four)

- Event Management Essentials
- Professional Receptionist Essentials
- Marketing Essentials
- Medical Terminology
- Speedwriting
- Introduction to Irish Business Structure and Law

- Sage 50 Accounts
- Health and Safety Essentials
- Numeric Data Entry
- Executive PA Seminar
- Shorthand Fast
- Legal Secretary - An Introduction to Irish Law
- Payroll – Manual and Computerised

Guideline Learning Time

380-440 hours flexi study or 15-17 weeks full-time
(Full-time based on approx 20-30 hours a week)

CPD: **380 points** on successful completion

Executive PA Diploma

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

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

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

As a highly regarded Executive PA, you'll act as a life-organiser to the senior management and company directors, anticipating their needs and ensuring everything runs smoothly and efficiently.

CORE COURSES

- Typaz Professional
- Effective Business Communication
- Word
- Word Expert
- Excel
- Excel Expert
- PowerPoint
- Time Management or Leadership Skills

- Outlook
- Audio Transcription or Marketing Essentials
- Event Management Essentials
- Successful Meetings and Minutes
- Twitter for Business or Facebook for Business
- Shorthand (optional)

ELECTIVE COURSES (choose four)

- Professional Receptionist Essentials
- Marketing Essentials
- Medical Terminology
- Dreamweaver CC or WordPress for Business
- Speedwriting
- Legal Secretary - An Introduction to Law in Ireland

- Sage 50 Accounts
- Health and Safety Essentials
- Bookkeeping Module 1
- HR Essentials in Ireland
- Payroll - Manual & Computerised.

Guideline Learning Time

320-360 hours flexi study or 13-15 weeks full-time
(Full-time based on approx 20-30 hours a week)

CPD: **320 points** on successful completion

Virtual Assistant (VA) Diploma

This Diploma is for anyone wanting to work as a Virtual Assistant (VA). You will gain excellent skills to ensure you provide a good office support service as well as the expertise you'll need to be able to run and market your own business.

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

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 you'll 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 needed basis and simply pay for what they need.

The areas in which you can support a business are varied. You might help them deal with their admin and general office workload, manage their social media accounts or maintain the company's financial records. It all depends on what their needs are. This offers a great variety to keep your days interesting.

CORE COURSES

- VA Essentials
- Marketing Essentials
- Understanding Business Accounts in Ireland
- Introduction to Irish Business Structure and Law
- CompTIA Project+
- Effective Online Communication
- WordPress for Business
- Social Media courses

Choose four from the following:

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

ELECTIVE COURSES (choose two)

- Audio Transcription
- Time Management
- Bookkeeping Module 1
- Successful Meetings and Minutes
- Speedwriting

- Excel or Excel Expert
- Outlook
- Word or Word Expert
- Payroll - Manual & Computerised

Guideline Learning Time

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

CPD: **130 points** on successful completion

Advanced Legal Secretary Diploma – Irish Law

Essential training for anyone desiring a career as a Legal Secretary.

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. There is an extensive range of core subjects that include specialisations in typing to a high speed, Microsoft Word to Expert level, and communication skills with our Effective Business Communication course. This is a challenging diploma that sets high standards in the area of document layout, style and presentation; therefore, you will need to demonstrate a high level of commitment and have a good eye for detail.

There is no doubt that Legal Secretaries can earn good salaries and enjoy interesting careers. Choosing the right course from among the many legal secretary courses available is a key decision — which is where the highly-respected Pitman Training name comes to your aid.

CORE COURSES

- Legal Secretary - An Introduction to Law in Ireland
- Legal Secretary - Wills and Probate Law in Ireland
- Legal Secretary - Conveyancing Law in Ireland
- Legal Secretary - Criminal Law in Ireland
- Legal Secretary - Company Law in Ireland
- Legal Secretary - Family Law in Ireland
- Legal Secretary - Civil Litigation in Ireland
- Effective Business Communication
- Word
- Word Expert
- Excel or Excel Expert
- PowerPoint
- Outlook
- Audio Transcription Level 1
- Successful Meetings and Minutes
- Typaz Professional

ELECTIVE COURSES (choose one)

- Introduction to Irish Business Structure and Law
- Health and Safety Essentials
- Access
- HR Essentials in Ireland

Legal Secretary Diploma - Irish Law

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

You'll cover specialist Legal Secretary subjects where you'll learn the legislation, regulations and procedures that apply in a legal and business environment.

You'll also learn a broad range of professional office skills such as Microsoft Word, Excel and Effective Business Communication.

In addition to the range of office skills that you'll learn with this diploma, you'll gain knowledge of the workings of a legal office and be able to impress employers with your specialist training.

CORE COURSES

- Legal Secretary - An Introduction to Law in Ireland
- Choose any two Legal Secretary modules from the Elective courses list below
- Typaz Professional
- Effective Business Communication
- Word
- Word Expert
- Excel or Excel Expert
- Outlook
- Audio Transcription Level 1
- Successful Meetings and Minutes

ELECTIVE COURSES (choose two)

- Legal Secretary - Company Law in Ireland
- Legal Secretary - Conveyancing Law in Ireland
- Legal Secretary - Family Law in Ireland
- Legal Secretary - Wills and Probate Law in Ireland
- Legal Secretary - Criminal Law in Ireland
- Legal Secretary - Civil Litigation in Ireland
- Access
- PowerPoint
- Health and Safety Essentials
- Payroll - Manual & Computerised
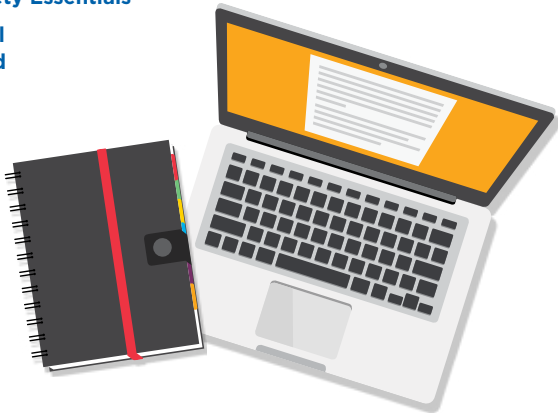
Legal Receptionist Diploma - Irish Law

This Diploma offers you the opportunity to gain valuable office administration skills as well as an insight into the legal profession to enable you to work confidently as a Legal Receptionist in Ireland.

There are six core courses within this programme which include the Irish Law introductory module, Effective Business Communication and more. You can ensure the training is closely tied to your career goals by selecting two elective courses. The two electives can include another of our Legal Secretary modules, a Telephone Techniques Seminar, Audio Transcription or our Introduction to Irish Business Structure and Law course. Your Pitman Training Course Advisor will be able to guide you on the most suitable elective courses to complement your current skills and experience.

Our training is flexible so that you can work it around your commitments and family life. Our training centres are located in handy town or city locations and have training staff on-hand to assist and support you with your studies.

CORE COURSES

- Legal Secretary - An Introduction to Law in Ireland
- Typaz or Typaz Speed
- Effective Business Communication
- Word or Word Expert
- Outlook
- Professional Receptionist Essentials

ELECTIVE COURSES (choose two)

- One of the following six Legal Secretary modules:
  Legal Secretary - Company Law in Ireland
  Legal Secretary - Conveyancing Law in Ireland
  Legal Secretary - Family Law in Ireland
  Legal Secretary - Wills and Probate Law in Ireland
  Legal Secretary - Criminal Law in Ireland
  Legal Secretary - Civil Litigation in Ireland
- Introduction to Irish Business Structure and Law
- Typaz Speed
- Excel
- Speedwriting
- Audio Transcription
- PowerPoint

Legal Secretary Award - Irish Law

The legal sector is an exciting and varied world. With many different areas, such as Family Law and Criminal Law, gaining specialised and recognised 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 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, 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.

CORE COURSES

- Legal Secretary - Introduction to Law in Ireland
- Audio Transcription
- Word or Word Expert
- Effective Business Communication

Guideline Learning Time
280 hours flexi study or 14 weeks full-time
(Full-time based on approx 20-30 hours a week)
CPD: **280 points** on successful completion

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

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

Guideline Learning Time
75 hours flexi study or 3 weeks full-time
(Full-time based on approx 20-30 hours a week)
CPD: **75 points** on successful completion

Medical Secretary Diploma

Our Medical Secretary training is recognised as being one of the best programmes in its field. This diploma will give you the skills employers are looking for and help you gain our widely recognised Pitman Training certification.

Nationally recognised skills for Medical Secretaries are generally considered to be advantageous when seeking employment in the healthcare sector.

With highly regarded skills, there'll be nothing stopping you from getting a well paid, highly valued role as a Medical Secretary, Medical Administrator or Healthcare Assistant, or you could use it as an initial taster into the world of nursing. Once you've completed your studies you'll gain the widely recognised Pitman Training Medical Secretary Diploma.

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

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

The diploma will also teach you excellent software skills, enabling you to develop your command of essential Microsoft Office programmes. You'll also have the option to choose from a selection of elective subjects.

CORE COURSES

- **Medical Audio Transcription**
- **Medical Terminology**
- **Medical Word Processing**
- **Socrates GP Practice Healthcare**
- **Typaz Professional**
- **Audio Transcription Level 1**
- **Word** or **Word Expert**
- **Excel** or **Excel Expert**
- **Outlook**
- **Effective Business Communication**

ELECTIVE COURSES (choose one)

- **Successful Meetings and Minutes**
- **Speedwriting**
- **Health and Safety Essentials**
- **PowerPoint**
- **Word Expert**

Guideline Learning Time

220 hours flexi study or 9 weeks full-time
(Full-time based on approx 20-30 hours a week)
CPD: **220 points** on successful completion

Medical Admin Diploma

This diploma will arm you with the key skills required to work either as a Medical Receptionist or Medical Administrator. You'll also have the opportunity to gain Pitman Training Medical Administrator certification that is widely recognised by hospitals, surgeries and healthcare practices throughout Ireland.

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 an elective choice of additional subjects, including Successful Meetings and Minutes and Audio Transcription.

The Medical Admin Diploma offers you the best of both worlds – all the skills you need to work in an office environment as a professional receptionist, plus specialist knowledge designed to help you thrive as a Medical Administrator. This means you can be confident in applying for a rewarding and interesting role as a Medical Administrator. What's more you'll have demonstrated to potential employers your dedication and determination to succeed in this crucial role.

This diploma covers a wide range of subjects from the latest Microsoft Office software programs, effective communications skills through to the specialised Medical Secretary Word Processing and Terminology courses giving you the essential skillset you'll need to get that job or promotion!

CORE COURSES

- **Socrates GP Practice Healthcare**
- **Medical Terminology**
- **Medical Word Processing**
- **Typaz** or **Typaz Speed**
- **Effective Business Communication**
- **Word** or **Word Expert**
- **Excel**
- **Outlook**

ELECTIVE COURSES (choose one)

- **Medical Audio Transcription**
- **Professional Receptionist Essentials**
- **Successful Meetings and Minutes**
- **Speedwriting**
- **Typaz Speed**
- **Health and Safety Essentials**

Guideline Learning Time

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

Medical Receptionist Diploma

This diploma is designed to give you the skills required to work effectively as a Medical Receptionist. You'll gain top-class administration skills and study courses specifically aimed at those wanting to work in the medical sector.

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

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

You'll also cover subjects specifically aimed at those working within a medical environment, such as Medical Terminology and Medical Word Processing. Once you've completed your studies, you'll gain the widely recognised Pitman Training Medical Receptionist Diploma.

Our certification is recognised throughout the world, and this diploma has the added benefit of being able to offer you the opportunity to extend your studies and gain our Medical Secretary Diploma. You can discuss this with your local Course Advisor.

The Medical Receptionist Diploma is an excellent choice if you're looking to work as a Medical Receptionist, Medical Administrator or Medical Secretary.

Pitman Training Certifications are widely recognised by organisations throughout Ireland, the UK and beyond.

CORE COURSES

- **Medical Terminology**
- **Medical Word Processing**
- **Socrates GP Practice Healthcare**
- **Typaz** or **Typaz Speed**
- **Effective Business Communication**
- **Word**
- **Outlook**
- **Professional Receptionist Essentials**

ELECTIVE COURSES (choose one)

- **Medical Audio Transcription**
- **Audio Transcription Level 1**
- **Speedwriting**
- **Excel**
- **Health and Safety Essentials**
- **Typaz Speed**
- **Telephone Techniques Seminar**

Medical Office Award

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

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

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

This course enables you to take things at your own pace, as we get to grips with medical jargon, terminology and documents. Working through the different modules, you'll learn 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 the field.

Whether you're changing career or looking to get your first step on the ladder, this award programme provides you with the opportunity to build your confidence in the medical arena and equips you with technical knowledge and essential office and computer skills that show you are ready to work in an administrative role within the industry.

CORE COURSES

- **Socrates GP Practice Healthcare**
- **Medical Terminology**
- **Medical Word Processing**

Administrative Assistant Diploma

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

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

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

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

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

CORE COURSES

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

ELECTIVE COURSES (choose two)

- **Typaz Speed**
- **Bookkeeping Module 1**
- **Sage 50 Accounts**
- **Speedwriting**
- **Professional Receptionist**
- **Essentials**
- **PC Essentials**

Secretarial Diploma

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

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

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

If you're keen to gain a job working as a secretary or administrator, you'll require excellent skills in software, organisation, poise, flexibility, plus strong interpersonal and communication abilities.

This diploma is designed to develop your keyboard speeds, teach you how to master the most common business software packages, and teach you excellent communication techniques. You'll also be able to choose from a number of elective subjects to complement your diploma. Overall, the Secretarial Diploma is an excellent programme as the skills you will learn will be transferable across many industries.

CORE COURSES

- **Typaz Professional**
- **Effective Business Communication**
- **Word** or **Word Expert**
- **Excel** or **Excel Expert**
- **PowerPoint**
- **Outlook**
- **Successful Meetings and Minutes**
- **Audio Transcription Level 1** or **Marketing Essentials**

ELECTIVE COURSES (choose two)

- **Speedwriting**
- **Access**
- **Word Expert**
- **Health and Safety Essentials**
- **Bookkeeping Module 1**
- **Payroll - Manual & Computerised**

Receptionist Diploma

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

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

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

CORE COURSES

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

ELECTIVE COURSES (choose one)

- **Audio Transcription Level 1**
- **Typaz Speed**
- **Speedwriting**
- **PC Essentials**
- **Excel**
- **PowerPoint**

Office IT Diploma

This diploma will help you gain a key skillset expected of most office staff in today's workplace. You'll study the core Microsoft Office applications (Word, Excel, Outlook and PowerPoint), Effective Business Communication and touch-typing.

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

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

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

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

CORE COURSES

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

Office Skills Diploma

A really flexible diploma that is designed to help you gain work-ready office skills. It can be tailored to your specific requirements as you may choose the four core courses.

Employers are always on the lookout for people with practical, work-ready skills who can add value to their business from day one. So if you've just left college, are wanting to work in an office environment or are coming back to the world of employment, the Office Skills Diploma could be the ideal training for you. You'll learn a wide range of essential software which will make you stand out in any office, including essential software skills, how to speak the language of business and even how to balance cash books.

Most businesses use the same software packages and handle the day-to-day running of their office in much the same way. So that's why our Office Skills Diploma has been designed to teach you the skills you will need to a level demanded by most employers, including computer keyboard skills, Microsoft Office and bookkeeping.

So with your completed diploma, you'll have a great breadth of skills and the confidence to work in many different office-based roles.

CORE COURSES

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

- **Word**
- **Word Expert**
- **Excel**
- **Excel Expert**
- **Outlook**
- **PowerPoint**
- **Bookkeeping Module 1**
- **Sage 50 Accounts**
- **Typaz** or **Typaz Speed**
- **Effective Business Communication**

Guideline Learning Time

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

Guideline Learning Time

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

Guideline Learning Time

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

Guideline Learning Time

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

Office & Secretarial Courses

An Introduction to Law in Ireland

Unlike other legal secretary courses, this tried and tested course of study gives an excellent overview of the different legal departments. As well as looking at the set-up of legal offices, you'll also study examples of civil and criminal law, the court system and how legislation is enacted.

Civil Litigation in Ireland

This four-part legal secretary course begins with an introduction to civil litigation and moves on to the claim form and particulars of claims. Your pursuit of legal secretary knowledge continues with filing and serving the claim form and the admission, defence and counterclaim procedures via the District, Circuit and High Courts.

Company Law in Ireland

You will start with an introduction to company law and all the complexities surrounding setting up new businesses. You then progress through the course by learning about the Companies Registration Office (CRO), memorandum and articles of association, members meetings (AGMs and EGMs) and the different types of resolutions.

Conveyancing Law in Ireland

This course will help you gain valuable, practical knowledge of the specialist field of Conveyancing Law in Ireland. By gaining specialist secretarial skills through our training, you will be able to confidently work as a Legal Secretary within a legal firm.

Criminal Law in Ireland

There are four parts to the training, covering the working and structure of a criminal law department, statements of the accused and preparing information, witness statements and instructions to counsel, and finally dealing with offenders, legal aid and invoicing.

Effective Business Communication

This course will ensure you produce the highest quality communications enabling you to portray a professional representation of the business you work for. It's also the perfect course for anyone looking to work in these types of roles as employers will be confident in your ability to handle their business communications.

Family Law in Ireland

After an introduction to family law and basic divorce procedure, you'll look at preparing a divorce petition. The course continues with preparing a statement of arrangement for children, including guardianship, before moving on to serving the petition and producing an affidavit.

Medical Terminology

This course helps you get under the skin of commonly used medical terminology across a wide range of disciplines.

Medical Word Processing

Medical offices require a lot of admin. Get to grips with the finer workings of Word and you can create professional looking documents and reports quickly and easily. Great for anyone wanting to work as medical secretaries, ward clerks, medical receptionists, medical summarisers or medical admin assistants and many more roles.

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.

Professional Receptionist Essentials

The Professional Receptionist Essentials course has been designed to give learners the chance to become the best receptionist they can be. This course covers the relevant skills that potential receptionists will need and exposes students to with scenarios that they may find themselves in.

Shorthand Fast

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

Shorthand Faster

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

Socrates GP Practice Healthcare

Socrates GP Practice 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. This course will teach you all of the skills and techniques you need to take the stress out of minute taking.

Teeline Fast Shorthand

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

Teeline Professional

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

VA Essentials

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

Wills and Probate Law in Ireland

Through four self-paced lessons, you'll cover topics, such as the procedures for will-making, codicils, power of attorney and deed of revocation, obtaining grant of probate and documentation regarding the distribution of an estate.

Typing & Keyboard Skills

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

To help you find the typing training course that will suit you best, we've listed them below in categories — beginner, intermediate, expert and specialist.

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.

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

You'll need some word-processing skills to take full advantage of this course. On completion you'll be able to transcribe business documents efficiently from audio dictation.

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.

Accounting, Bookkeeping & Payroll

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

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

We have a range of finance and accountancy training courses available. From Understanding Business Accounts, The Business Environment, and Personal Tax through to Bookkeeping, Manual & Computerised Payroll.

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

If you're looking to become an Accounting Technician, we have our Certificate in Accounting with AAT that covers everything from bookkeeping and Sage Accounts to

Principles of Costing, Microsoft Excel and more. This is just one example from our range of AAT diplomas that could then lead to you successfully gaining a Diploma in Accounting or the higher level, Diploma in Professional Accounting. You can rest assured that all our diplomas provide you with the skills that will prove your competencies to potential employers.

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

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

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aat Approved

AAT (the Association of Accounting Technicians) is the most renowned Professional Accounting body. We're pleased to be able to offer our students a series of AAT qualifications.

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

The AAT Qualifications that we offer at Pitman Training Centres in Ireland in the form of diplomas and awards are the equivalent of QQI Levels 5, 6 and 7.

Career Roadmap

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

Diploma in Professional Accounting with AAT
- Applied Management Accounting
- Drafting and Interpreting Financial Statements
- Internal Accounting Systems and Controls
- Plus a choice of two other courses

AAT Preparation & Exams

Diploma in Accounting with AAT
- Business Awareness
- Financial Accounting: Preparing Financial Statements
- Management Accounting Techniques
- Tax Processes for Businesses
- Microsoft Excel Expert

Certificate in Accounting with AAT

Account Technician Diploma with AAT
- Understanding Business Accounts

Advanced Accounts Diploma

ACCOUNTS TECHNICIAN
- The Business Environment
- Principles of Costing

Diploma in Bookkeeping with AAT
- Financial Accounting: Preparing Financial Statements
- Tax Processes for Businesses

ACCOUNTS ASSISTANT

Certificate in Bookkeeping with AAT

AAT Preparation & Exams

Bookkeeping Diploma

Finance Award

Payroll Award

BOOKKEEPING & ACCOUNTS
- Sage Payroll
- Sage 50 Accounts
- Excel
- Bookkeeping Module 3
- Bookkeeping Module 2
- Bookkeeping Module 1

KEY
- Course
- Award
- Diploma

Diploma in Accounting with AAT

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

Enhancing your AAT qualifications to hold the Diploma in Accounting will demonstrate to potential employers that you take your career path and progression aims seriously. Holding a qualification like this can lead to a rewarding career as an Accountant, Bookkeeper, Finance Administrator or Treasurer or can help you confidently handle the finances in your own business.

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

If you already have some accounting and bookkeeping knowledge, for example if you've already obtained the AAT Foundation Certificate in Accounting, this diploma will build on your existing knowledge and take it to the next level.

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

CORE COURSES

- Business Awareness
- Financial Accounting: Preparing Financial Statements
- Management Accounting Techniques
- Tax Processes for Businesses
- Excel Expert

Guideline Learning Time
422 hours flexi study or 17 weeks full-time
(AAT recommends a total study time of 620 hours)
CPD: **422 points on successful completion**

Diploma in Professional Accounting with AAT

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

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

This diploma is for anyone dedicated to the progression of their finance and accountancy career through the attainment of professional qualifications.

Study of the Level 4 Diploma in Professional Accounting will enable you to progress your career to more senior management accountancy roles.

CORE COURSES

- Applied Management Accounting
- Drafting and Interpreting Financial Statements
- Internal Accounting Systems and Controls

ELECTIVE COURSES (choose two)

- Business Tax
- Personal Tax
- Audit and Assurance
- Cash and Financial Management
- Credit and Debt Management

Guideline Learning Time
390 hours flexi study or 16 weeks full-time
(Full-time based on approx 20-30 hours a week)
CPD: **390 points on successful completion**

Certificate in Accounting with AAT

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

This is an essential qualification for anyone just starting out on their financial career path looking for junior/entry-level positions, such as Bookkeeper, Accounts Assistant or Purchase Ledger Clerk. No matter what your reasons for studying this qualification, you can be confident you'll gain a level of knowledge that means you can confidently apply your new-found skills in any business setting.

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

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

CORE COURSES

- Bookkeeping Module 1
- Bookkeeping Module 2
- Bookkeeping Module 3
- Sage 50 Accounts
- Principles of Costing
- The Business Environment

Guideline Learning Time
230 hours flexi study or 9 weeks full-time
(AAT recommends a total study time of 340 hours)
CPD: **230 points on successful completion**

Diploma in Bookkeeping with AAT

The Diploma in Bookkeeping with AAT will help you prepare for the AAT Level 3 Certificate in Bookkeeping qualification, which is a recognised industry standard that will boost your CV.

Once you have achieved the AAT qualification, you can apply for AAT bookkeeping membership, which offers you the opportunity to demonstrate your bookkeeping skills and expertise to employers, colleagues, and clients. You'll gain professional recognition when you use the letters AATQB after your name. And you can apply to become self-employed and offer bookkeeping services.

If you're looking to set your own bookkeeping business up, this is a great way to build your professional skillset that will demonstrate to prospective clients that you can manage their financial records effectively.

CORE COURSES

- Bookkeeping Module 1
- Bookkeeping Module 2
- Bookkeeping Module 3
- Financial Accounting: Preparing Financial Statements
- Tax Processes for Businesses

Guideline Learning Time
270 hours flexi study or 11 weeks full-time
(Full-time based on approx 20-30 hours a week)
The AAT recommends a total study time of 330 hours
To take advantage of the full range of accompanying learning resources, we recommend a study timeline of 6 months.
CPD: **270 points on successful completion**

Certificate in Bookkeeping with AAT

The Certificate in Bookkeeping with AAT will help you prepare for the AAT Level 2 Certificate in Bookkeeping qualification, which is an industry-recognised AAT qualification.

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

This diploma is packed full of practical training and will provide you with the blueprint for the beginning of a successful career in finance. You'll study core bookkeeping courses, as well as Sage Accounts, so that you're well up to speed with the processes involved in manual and computerised bookkeeping.

CORE COURSES

- Bookkeeping Module 1
- Bookkeeping Module 2
- Bookkeeping Module 3
- Sage 50 Accounts

Guideline Learning Time
90 hours flexi study or 3-6 weeks full-time
(Full-time based on approx 20-30 hours a week)
The AAT recommends a total study time of 155 hours
To take advantage of the full range of accompanying learning resources, we recommend a study timeline of 3-6 months.
CPD: **90 points on successful completion**

Accounting Technician Diploma with AAT

The Accounting Technician Diploma combines the excellence of Pitman Training's reputation and practical learning with industry-leading knowledge from AAT, the professional body for accountancy with the ultimate aim of gaining an AAT Certificate in Accounting qualification.

Pitman Training's Accounting Technician Diploma with AAT Qualification is aimed at anyone wanting to develop their bookkeeping and accounting skills for a role in finance. This diploma course provides valuable skills for bookkeepers, small business owners, accountants, payroll and finance administrators, and treasurers.

With the AAT Certificate in Accounting qualification that you gain upon passing the programme, you'll give yourself the opportunity to become a valued assistant at larger firms or maybe even provide your own accountancy service to local businesses — the opportunities are there for the taking.

Our Accounting Technician Diploma with AAT Qualification is a powerhouse of a programme. 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 basic bookkeeping or accounting course, this diploma covers it all and takes you to a new level.

CORE COURSES

- **Bookkeeping Module 1**
- **Bookkeeping Module 2**
- **Bookkeeping Module 3**
- **Principles of Costing** or **Costing & Pricing**
- **The Business Environment** or **Excel Expert**
- **Sage 50 Accounts**
- **Excel** or **Excel Expert**
- **Payroll - Manual & Computerised**
- **Understanding Business Accounts in Ireland**
- **Introduction to Irish Business Structure and Law**

ELECTIVE COURSES (choose one)

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

Bookkeeping Diploma

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

The Bookkeeping Diploma covers everything you will need to have a successful career in finance and accounting: Bookkeeping (3 modules), Sage Accounts and Microsoft Excel.

If your aim is to work within the accounting team in larger firms, you'll be able to collate, check and analyse financial information efficiently on their behalf. If you choose to work in a smaller business, your diploma will give you the knowledge and confidence to succeed in a busy accounts department.

You may also have aspirations to provide your own accountancy service to local firms, in which case you can be certain this diploma will provide you with the first steps to the knowledge you'll need.

Every business, regardless of the 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 your Bookkeeping Diploma you'll have strong, transferable skills which you can take from one position to another.

CORE COURSES

- **Bookkeeping Module 1**
- **Bookkeeping Module 2**
- **Bookkeeping Module 3**
- **Sage 50 Accounts**
- **Excel** or **Excel Expert**

ELECTIVE COURSES (choose two)

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

Advanced Accounts Diploma

A comprehensive Accounts training programme, this diploma will give you skills across a range of areas, including bookkeeping, Sage, payroll and more. At the end of this programme you'll be well versed in the practical processes and procedures required to maintain the financial records of a business.

This diploma offers full accounting training across a range of core subjects. You'll also choose one additional subject from a selection of elective courses. In short, this accounting diploma will provide you with the very best accounting and finance training.

This programme is designed for anyone new to the world of finance who would like to gain a rewarding career as a Bookkeeper, Finance Assistant or Accounts Assistant.

The diploma is a self-study programme, which means you can work at your own pace and study at times that suit you. Should there be times when you need extra support, our Learning Coaches are always on hand to help. And unlike some accounts courses, you will create and keep a personalised workbook, which will make a handy reference guide when you're working as a finance professional.

CORE COURSES

- **Bookkeeping Module 1**
- **Bookkeeping Module 2**
- **Bookkeeping Module 3**
- **Sage 50 Accounts**
- **Payroll - Manual & Computerised**
- **Excel** or **Excel Expert**
- **Costing & Pricing**

ELECTIVE COURSES (choose two)

- **Understanding Business Accounts in Ireland**
- **Time Management**
- **Outlook**
- **Word**
- **Word Expert**
- **Effective Business Communication**
- **Numeric Data Entry**
- **Access**
- **Health & Safety Essentials**
- **Introduction to Irish Business Structure and Law**

Payroll Award

This is a great award programme if you wish to learn payroll. It's practical training which means you get hands-on experience to put to immediate use in the workplace.

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

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

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

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

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

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

CORE COURSES

- **Payroll – Manual & Computerised**
- **HR Essentials in Ireland**
- **Excel** or **Excel Expert**

Guideline Learning Time

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

CPD: **70 points** on successful completion

Finance Award

This training programme includes bookkeeping, Sage 50 Accounts and Excel training to give you a wide-ranging knowledge of general accounts.

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

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

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

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

CORE COURSES

- **Bookkeeping Module 1**
- **Sage 50 Accounts**
- **Excel** or **Excel Expert**

Guideline Learning Time

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

CPD: **80 points** on successful completion

Accounting, Bookkeeping & Payroll Courses

Bookkeeping (Modules 1, 2, 3)

People with strong bookkeeping skills are always in demand. This course is designed to give you an advantage over others with less experience, teaching you double-entry bookkeeping.

Business Awareness

This course provides you with an understanding of the business, its environment, and the influence that this has on an organisation's structure, the role of its accounting function, and its performance.

The Business Environment

This course will provide knowledge and understanding of key business concepts and their practical application in the external and internal environment in which you'll work.

Costing & 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 euro signs!

Financial Accounting: Preparing Financial Statements

This course provides you with the skills required to produce statements of profit or loss and statements of financial position for sole traders and partnerships using a trial balance.

Introduction to Irish Business Structure and Law

You'll learn about AGMs, EGMs, the roles and responsibilities of those involved in running the business. You will also learn about the Companies Registration Office (CRO) in Ireland, filing and reporting deadlines, audits, contracts, bank accounts and business loans.

Management Accounting Techniques

This course provides you with the knowledge and skills needed to understand the role of management accounting in an organisation and how organisations use such information to aid decision making.

Payroll – Manual & Computerised

A comprehensive payroll training course, which provides a thorough introduction to Payroll Principles in the Manual Section, and in the Computerised Section you create real-life payroll scenarios using Sage Micropay software.

Principles of Costing

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

Sage 50 Accounts

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

Tax Processes for Businesses

This course explores tax processes that influence the daily operations of businesses. It is designed to develop your skills in understanding, preparing, and submitting Value Added Tax (VAT) returns.

Understanding Business Accounts in Ireland

Comprising five lessons, our business accounts training is designed to help you understand balance sheets, profit and loss (P&L) statements, including stock-taking, depreciation, and capital and revenue expenditure. You will also learn about accruals and the role of capital and reserves. The final lesson considers profit margins, analysing a profit-and-loss statement and how to make comparisons of financial statements.

Microsoft Office

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

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

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

We provide a comprehensive range of Microsoft Office training courses that are respected by employers. Each training programme is designed to teach you a thorough understanding of the functionality available from Microsoft Office programs. Depending on your preferences, you can gain a comprehensive understanding of the range as a whole by studying one of our diplomas or by gaining Microsoft Office Specialist (MOS) - Associate certification. Alternatively you could opt to concentrate on one individual application, such as Excel, Word, PowerPoint, Outlook or Access.

Training is also available at an expert skill level. Many people only use these programs to a fraction of their capacity so learning the more in-depth features could make you more efficient and productive. If you can already find your way around Word or Excel, how about looking at the expert level courses to improve your knowledge and skills further?

If your company is looking to update their software to the latest version or if you're changing your role and want to be able to showcase your skills across different versions, our training can help you learn the new features and improvements in the latest versions.

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

Microsoft Office Specialist - Associate Certification Diploma

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

If you're looking to gain renowned Microsoft Office Specialist (MOS) - Associate Certification, then this is the ideal training course for you.

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

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

With the added benefit of the flexible study options we offer, you can study for your Microsoft Office Specialist - Associate 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 Learning Coaches.

CORE COURSES

• **Word**
• **Excel**
• **PowerPoint** or **Outlook**

After completion of the core courses, you can then choose three Microsoft Office Specialist - Associate tests* from:

Microsoft Office Specialist - Word
Microsoft Office Specialist - Excel
Microsoft Office Specialist - PowerPoint
Microsoft Office Specialist - Outlook

* If you achieve a pass on any three of the above Microsoft certification tests, you will earn the Microsoft Office Specialist - Associate Certification.

Practice and test time is additional to the hours quoted for study.

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

Microsoft Office Specialist - Expert Certification Award

Gain an expert business standard of knowledge in key Microsoft Office programs — Word, Excel, and Access.

For anyone looking to get up to an advanced business standard in these essential applications in a short space of time, this Microsoft Office Award is the ideal programme for you. The award includes Word Expert, Excel Expert, and Access.

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

By studying our Microsoft Office Specialist - Expert Certification Award, you will gain the skills to be able to go on to take two of the Microsoft Office Specialist (MOS) Expert tests and achieve MOS Expert certification. This will give you a head start when applying for jobs as it will demonstrate to employers the extent of your skillset in Microsoft Office. Studying our Access course will stand you in good stead to take the Access Expert Microsoft test.

CORE COURSES (choose two)

• **Access**
• **Excel Expert**
• **Word Expert**

After completion of the core courses, you can then choose two Microsoft Office Specialist - Expert tests* from:

• **Microsoft Office Specialist - Word Expert**
• **Microsoft Office Specialist - Excel Expert**
• **Microsoft Office Specialist - Access Expert**

*Practice and test time is additional to the hours quoted for study.

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

Microsoft Office Diploma

Train in all the key Microsoft Office programs — Word, Excel, Outlook, Access and PowerPoint.

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

Microsoft Office is the most common suite of software programs used in business today. Our comprehensive Microsoft Office Diploma is designed so that you can take full advantage of each application.

You'll learn how to be effective and efficient in your everyday work with a thorough understanding of how Microsoft Office applications can support you.

With your newly-acquired skills, you'll be able to set the standard within any business. Nowadays, to really succeed and get ahead, you need to demonstrate to employers that you are highly skilled and adept at using the full functionality of each program.

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

CORE COURSES

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

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

Microsoft Office Award

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

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

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

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

This award aims to give you a strong working knowledge of key Microsoft Office programs: Word, Excel and PowerPoint, Outlook or Access.

CORE COURSES

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

Guideline Learning Time
110 hours flexi study or 5 weeks full-time
(Full-time based on approx 20-30 hours a week)
CPD: 110 points on successful completion

Microsoft Office Courses

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

Access Expert
This course will teach you advanced-level concepts and features of the Microsoft Access program, so that you will be effective in creating, using, and managing databases. Access is a very popular database application widely used across many employment sectors to keep accurate, up-to-date records of customers, projects, products, etc. Knowing how to effectively set up and manage databases will be a valuable skillset in many work environments.

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

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

Excel Expert
Our Excel Expert level course will provide you with the knowledge and skills to use this popular spreadsheet program to an advanced level. Over a series of self-paced modules, you'll learn how to perform tasks, such as lookup functions, recording and running macros, working with pivot tables and using statistical functions. If you frequently use Excel and want to learn even more features of this comprehensive software, our Microsoft Excel Expert course is the one for you. Many job roles utilise Excel, such as those working in Finance, PA roles and those running their own business, so learning how to get the most out of this powerful spreadsheet program will help you streamline your day-to-day tasks and free up valuable time.

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

PowerPoint
Our PowerPoint training course will help you get to grips with this comprehensive presentation software. Flexible to study, our PowerPoint course is suitable for those looking for a beginner level introduction to this popular presentation software. Many PAs, EAs, VAs, Office Managers utilise this software in their roles, and it goes without saying that it's the perfect course for anyone who wants to create interesting and engaging presentations.

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

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

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

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

Business & Management

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

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

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

Our Business & Management range of training has a diverse selection of courses available that will help you if you're looking to gain or enhance leadership or managerial skills. To inspire others around you and bring the best out of your team, we offer courses such as Different Leadership Attributes & Skills and Team Development.

You may also wish to consider courses such as Handling Conflict and Confrontation or Effective Communication. All our individual courses offer a great opportunity to add specialist managerial skills to your repertoire and demonstrate your commitment to your career and your future.

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

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

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

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

Management Diploma

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

If you want to take the next step up, prove you have the skills to succeed and lead from the front, this is the diploma for you! To be a great manager, you need to be able to motivate and inspire your team whilst juggling the complexities of helping to run a business and interpret complex financial information.

So if you've been newly promoted into a managerial or team leader role or you're looking to take your career to the next level, our Management Diploma will give you the skills needed to be effective. You'll have a great understanding of how to get the most out of your team, alongside learning everything you need to know to flourish in your role and drive your organisation forward.

CORE COURSES

- **Communications in an Organisation**
- **Leadership Skills**
- **HR Essentials in Ireland**
- **Introduction to Irish Business Structure and Law**
- **Projects and Budgeting**
- **CompTIA Project+**
- **Time Management**
- **Understanding Business Accounts in Ireland**
- **Excel** or **Excel Expert**
- **Word** or **Word Expert**
- **Outlook**
- **PowerPoint**

ELECTIVE COURSES (choose two)

- **Bookkeeping Module 1**
- **PC Essentials**
- **Marketing Principles and Digital Opportunities**
- **Sage 50 Accounts**
- **Marketing Essentials**
- **Health and Safety Essentials**
- **Excel Expert**
- **Costing & Pricing**
- **Payroll - Manual & Computerised**

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

Business Startup Diploma

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

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

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

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

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

This diploma will take around six weeks to complete. It's flexible, enabling you to combine your studies with other commitments. You can study in any of our centres or online, using our Distance Learning system.

We believe investing time in yourself at the beginning of the business startup process will pay dividends in the end. Let us help you get ahead of the competition and hit the ground running with your business!

CORE COURSES

- **Bookkeeping Module 1**
- **Costing & Pricing**
- **Facebook for Business**
- **Introduction to Irish Business Structure and Law**
- **LinkedIn for Business**
- **Marketing Essentials**
- **CompTIA Project+**
- **Twitter for Business**
- **Understanding Business Accounts in Ireland**
- **WordPress for Business**
- **Search Engine Optimisation (SEO) for Business**

ELECTIVE COURSES (choose one)

- **Bookkeeping Module 2**
- **Bookkeeping Module 3**
- **Sage 50 Accounts**
- **Effective Business Communication**

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

Pitman Digital Skills Diploma incorporating ICDL

ICDL certification will put you at the forefront when applying for your next job. Choose the modules that best suit your needs from a variety of different areas, such as managing workloads, remote working, and collaborating with others, coupled with in-demand Microsoft Office skills.

ICDL has developed a suite of programmes that meet the demands of today's digital world. Build the ideal digital skillset by combining modules from the Insights, Workforce, and Professional programmes.

ICDL Insights is comprised of short, introductory modules designed for those who are not IT professionals to develop a conceptual understanding of trending and emerging technology.

ICDL Workforce covers a range of productivity skills which are central to the world of work.

ICDL Professional is designed to meet the needs of modern professionals in a range of sectors and develop an advanced level of skill for those with technology-reliant roles, from the use of business applications to the fundamentals of advanced technologies.

CORE COURSES

Choose eight courses from the following, two must be from Microsoft Office:

- **Word or Word Expert**
- **Excel or Excel Expert**
- **PowerPoint**

- **ICDL - Teamwork**
- **ICDL - Cyber Security**
- **ICDL - Remote Work**
- **ICDL - Data Protection**
- **ICDL - Online Collaboration**
- **ICDL - Internet of Things**
- **ICDL - Cloud Computing**
- **ICDL - Artificial Intelligence**
- **ICDL - Big Data**
- **ICDL - E-commerce**

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

Office Manager Diploma

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

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

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

You'll learn computer keyboard skills, how to speak the language of business, the most common business software packages, principles of effective HR, bookkeeping and leadership attributes.

You'll also choose from two elective subjects to complement your diploma, including Numeric Data Entry, Speedwriting, Sage 50 Accounts and Costing & Pricing.

CORE COURSES

- Time Management
- Effective Business Communication
- Leadership Skills
- Understanding Business Accounts in Ireland
- CompTIA Project+
- Social Media Strategy for Business
- Excel or Excel Expert
- Word or Word Expert
- Outlook
- PowerPoint
- HR Essentials in Ireland
- Successful Meetings and Minutes
- Health and Safety Essentials

ELECTIVE COURSES (choose two)

- Typaz or Typaz Speed
- Introduction to Irish Business Structure & Law
- PC Essentials
- Costing & Pricing
- Event Management Essentials
- Sage 50 Accounts
- Bookkeeping Module 1
- Speedwriting
- Numeric Data Entry
- Payroll – Manual & Computerised

HR Assistant Diploma

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

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

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

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

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

CORE COURSES

- HR Essentials in Ireland
- Effective Business Communication
- Word or Word Expert
- Excel or Excel Expert
- Outlook
- PowerPoint
- Team Leadership
- Recruiting for Success
- Inducting and Retaining for Success
- Mentoring
- LinkedIn for Jobseekers
- Payroll – Manual & Computerised

Project Management Diploma

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

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

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

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

Once you have successfully completed your diploma you will receive the globally recognised Pitman Training certification. You will then undertake the PRINCE2® Foundation examination.

CORE COURSES

- PRINCE2® Foundation
- Project or Effective Business Communication
- CompTIA Project+
- Time Management
- Word or Word Expert
- Excel or Excel Expert
- Outlook
- Costing & Pricing
- Projects and Budgeting

ELECTIVE COURSES (choose two)

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

Project Management Award

Become an expert Project Manager with this exciting programme that will guide you on how to approach any project.

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

This training will help you learn and understand the life cycle of a project. You'll look at popular PRINCE2® Project Management techniques and what it takes to work effectively as a project manager.

Our training is highly accessible as the courses involved are all available to study online so you can fit your studies in and around your existing commitments. The teams in our local training centres are all on hand to help throughout, and on successful completion of the training you'll receive a Pitman Training certificate to validate your knowledge and skills. You'll then undertake the PRINCE2® Foundation examination.

CORE COURSES

- CompTIA Project+
- PRINCE2® Foundation
- Microsoft Project

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

Business Award

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

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

The three courses in this award are designed to help you gain valuable insight into the way businesses are structured and give you the knowledge and confidence to work in a business environment.

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 Learning Coach on hand to help should you need additional support.

This is an excellent programme for those working toward a career as a PA, EA or Office Manager, as it provides a well-rounded skillset that is a necessity in such careers.

CORE COURSES

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

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

Guideline Learning Time
160 hours flexi study or 6 weeks full-time
(Full-time based on approx 20-30 hours a week)
CPD: **160 points** on successful completion

Guideline Learning Time
200 hours flexi study or 8 weeks full-time
(Full-time based on approx 20-30 hours a week)
CPD: **200 points** on successful completion

Guideline Learning Time
40 hours flexi study or 2 weeks full-time
(Full-time based on approx 20-30 hours a week)
CPD: **40 points** on successful completion

Data Analyst Diploma

In a world driven by data and the insights derived from it, Data Analysts have become key team members of any business or agency that aims to leverage data to drive product, strategy, and decision-making.

Today's world is driven by data. More than ever, companies are striving to understand how to improve their operations by dissecting the data they collect to understand clients' needs and industry trends.

As a Data Analyst, you could find yourself working within a wide range of organisations across a variety of sectors, but the common denominator is the need to glean insights from data. Data comes in a variety of forms and is stored in a variety of database management systems. And your first and foremost goal is to gather insights from the data. Often, you will be dealing with unstructured data stored in different types of data management systems. To achieve meaningful analytical results, several skills must be mastered.

In this diploma, you'll gain practical analytical skills as you work through the courses. Not only will you find out more about how data is created and managed, but you'll also look at the fundamentals of research methods and statistical analysis. You will also develop a strong foundation with the most powerful programming languages available for data manipulation, cleaning, and analysis.

CORE COURSES

- Excel Expert
- Data Research & Statistical Techniques
- Python for Data Analysts
- SQL for Data Analysts
- R Programming and Statistical Analysis
- Data Visualisation with Tableau
- Fundamentals of AI & Machine Learning
- Project Management for Data Analysts

Guideline Learning Time
200 hours flexi study or 8 weeks full-time
(Full-time based on approx 20-30 hours a week)
CPD: 200 points on successful completion

Business & Management Courses

Communications in an Organisation

This course will teach you how to communicate effectively and with confidence. You will learn about team collaboration and how to make an impact with non-verbal communication. You will also learn key aspects of communicating with a virtual team.

CompTIA Project+

Learn how to manage projects and gain project management skills. Project+ is a versatile course as it covers essential project management concepts beyond the scope of just one methodology or framework. Learn about project planning documents, resource and risk planning, controlling the project schedule, and more.

Effective Business Communication

This excellent course will raise your game when it comes to business communication skills, which are often top of the list of qualities demanded by employers.

If you work as a PA, Admin Assistant, Office Administrator, Secretary or Receptionist, you will be dealing with business communications on a daily basis. This course will ensure you produce the highest quality communications, enabling you to project a professional image of the business you work for. It's also the perfect course for anyone looking to work in these types of roles, as employers will be confident in your ability to handle their business communications.

Effective Online Communication

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

Handling Conflict and Confrontation

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

HR Essentials in Ireland

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

Inducting and Retaining for Success

This course has been designed for those who wish to work in an HR capacity. It provides an overview of the induction process and a guide to successful retention of staff.

Introduction to Irish Business Structure and Law

If you are thinking about setting up your own business or have already done so, this course will provide you with an essential grounding in the basics of Irish business structure and law.

This course is well suited to those who wish to start their own business, those looking for work, as well as employees who wish to learn more about business structure and law.

Leadership Skills

If you are new to management, looking for promotion, or to broaden your opportunities, this course will give you key insights into successful leadership and how to influence through positive leadership, developing emotional intelligence, leading through inspiration, and much more.

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.

PC Essentials

In this course, you'll learn the components and basic operation of the personal computer, covering hardware and software components, application software, and more.

PC Fundamentals

This course explores the hardware and software necessary for personal computer use, file management, creating and viewing multimedia, communications between computers, and more.

PRINCE2® Foundation

In this PRINCE2® Foundation course you'll start by looking at principles of organising and starting up a project. You'll work through initiating a project, assessing risk, monitoring progress, managing change right through to closing a project.

This course is ideal for anyone who is involved in projects in their daily work. Roles that may find this training useful are Office Manager, Team Leader, Event Manager, Marketing Assistant, PA, Virtual Assistant or anyone working at a management level.

PRINCE2® Practitioner

This is a great course to solidify and expand your existing 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.

This course is ideal for anyone involved in projects in their daily work. Roles for which this training would be useful include Office Manager, Team Leader, Event Manager, Marketing Assistant, PA, Virtual Assistant or anyone working at a management level. Before commencing this course you will need to have studied or gained the PRINCE2® Foundation course certificate.

Projects and Budgeting

Learn basic budgeting as a non-financial professional. In this course, you will learn how to create a project schedule and plan and manage a project budget — all useful skills to have as a manager or aspiring manager.

Recruiting for Success

The course focuses on the interview techniques needed to assist HR professionals in bringing on board the best employees to enable success for your organisation.

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

- Sophie

Career Development

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

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

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

Pitman English Diploma

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

This is an online training course which will help you improve key English language areas: **reading**, **listening**, **writing** and **speaking**. At the very beginning of the course, you'll sit a Proficiency Assessment test to ascertain your current skill level. From here, you'll get straight into the course, choosing units or subject areas you find interesting and relevant to you. To ensure you're studying at the appropriate level, you'll resit the Proficiency Assessment at regular intervals in your study to track and monitor your progress. The course level will then advance as appropriate.

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

One valuable resource you will have access to are the small group class sessions, which provide opportunities to practise speaking. These sessions will be vital to help you improve your English conversational skills. The combination of the study units, practice lessons, group classes and ongoing assessments will all assist you in building confidence in your English language skills.

CORE COURSES

- **Pitman English**
- **Effective Business Communication**

ELECTIVE COURSES (choose four)

- **LinkedIn for Jobseekers**
- **Search Engine Optimisation (SEO) for Business**
- **Social Media Strategy for Business**
- **Introduction to Google Website Tools**
- **Twitter for Business**
- **Video for Business**
- **Blogging for Business**
- **LinkedIn for Business**
- **Facebook for Business**
- **Pinterest for Business**
- **Instagram for Business**

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

PITMAN
E N G L I S H

Guideline Learning Time
75 hours flexi study or 3 weeks full-time
(Full-time based on approx 20-30 hours a week)
CPD: 75 points on successful completion

Professional Development Diploma

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

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

CREATE YOUR OWN LEARNING PATH

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

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

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

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

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

Guideline Learning Time
100 hours flexi study or 4 weeks full-time
(Full-time based on approx 20-30 hours a week)
CPD: 100 points on successful completion

Career Development Courses

Health and Safety Essentials

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

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. It is ideal for busy Senior Administrators, PAs, EAs, Office Managers, Accountants, Team Leaders, and Supervisors.

Professional Development Award

If you know the subjects you want to study but haven't quite been able to find the perfect fit for you, this award will give you the control and flexibility you're looking for.

The main aim of this award is to offer you ultimate control to dictate the subjects you want to study to achieve your specific learning objectives, while getting the benefits of CPD-accredited training.

The courses don't have to be chosen from the same subject category so you could be studying a marketing or web design course, move on to Microsoft Office training, bookkeeping, or whatever you need.

It may just be that you want to focus in one specialist area. Whatever works for you, this award can fit the bill. The total learning hours must reach 30 hours minimum, which means you'll gain 30 CPD points for your learning record. Alternatively, you can complete three courses and also be eligible for an Award.

Guideline Learning Time
30 hours flexi study or 1 week full-time
(Full-time based on approx 20-30 hours a week)
CPD: 30 points on successful completion

Marketing

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

Marketing — a broad term that encompasses a vast area with a wealth of career opportunities. Our range of marketing training courses can help you gain valuable skills that employers are looking for in new recruits and that will help you get your own personal brand noticed!

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

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

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

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

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

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

Marketing Assistant Diploma

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

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

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

CORE COURSES

- **Marketing Essentials**
- **Marketing Principles and Digital Opportunities**
- **Effective Business Communication**

- **Word** or **Word Expert**
- **Excel** or **Excel Expert**
- **Outlook**
- **PowerPoint**
- **Photoshop CC** or **InDesign CC**

SOCIAL MEDIA

Choose five from the following:

- Blogging for Business
- Facebook for Business
- Introduction to Google Website Tools
- Instagram for Business
- LinkedIn for Business
- LinkedIn for Jobseekers

- Pinterest for Business
- Social Media Strategy for Business
- SEO for Business
- Twitter for Business
- Video for Business

Guideline Learning Time

200 hours flexi study or 8 weeks full-time
(Full-time based on approx 20-30 hours a week)

CPD: 200 points on successful completion

Digital Marketing Diploma

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

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

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

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

Once you've successfully completed your training, you'll receive our Pitman Training certificate with the possibility of also earning the Certified Digital Marketing Professional qualification from the Digital Marketing Institute.

CORE COURSES

- **Certified Digital Marketing Professional**
- **Effective Business Communication**
- **Social Media**

- **Word** or **Word Expert**
- **Excel** or **Excel Expert**
- **PowerPoint**

Choose four from the following:

- Social Media Strategy for Business
- SEO for Business
- Instagram for Business
- Pinterest for Business
- Twitter for Business
- Facebook for Business

- LinkedIn for Business
- LinkedIn for Jobseekers
- Introduction to Google Website Tools
- Video for Business
- Blogging for Business

ELECTIVE COURSES (choose two)

- **CompTIA Project+**
- **Photoshop**
- **Marketing Essentials**
- **WordPress for Business**
- **LinkedIn for Business**
- **Video for Business**
- **Blogging for Business**
- **Pinterest for Business**

digital marketing institute

Guideline Learning Time

350 hours flexi study or 14 weeks full-time
(Full-time based on approx 20-30 hours a week)

CPD: 350 points on successful completion

Social Media for Business Diploma

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

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

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

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

CORE COURSES

- Blogging for Business
- Effective Business Communication
- Facebook for Business
- Introduction to Google Website Tools
- LinkedIn for Business
- Marketing Essentials
- Social Media Strategy for Business
- Twitter for Business
- Video for Business
- Search Engine Optimisation (SEO) for Business

ELECTIVE COURSES (choose two)

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

Guideline Learning Time
135 hours flexi study or 5 weeks full-time
(Full-time based on approx 20-30 hours a week)
CPD: 135 points on successful completion

Social Media for Business Award

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

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

This award has been designed to ensure you develop a high level of confidence using Twitter, Facebook and LinkedIn.

We take the most popular social media platforms and work through them step by step. And we piece all the elements together to help you see how to create effective business strategies for social media engagement. Practical skills on how to use the different social platforms combined with communication skills to ensure you share your ideas productively come together to make a valuable learning experience.

CORE COURSES

Choose four from the following:

- Facebook for Business
- Introduction to Google Website Tools
- Social Media Strategy for Business
- LinkedIn for Business
- LinkedIn for Jobseekers
- Video for Business
- Blogging for Business
- SEO for Business
- Twitter for Business
- Pinterest for Business
- Instagram for Business

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

HELP IS ALWAYS ON HAND

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

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

Event Management Diploma

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

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

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

After your practical training, you'll find an increased confidence in planning and running events, and much of the stress will be reduced as you feel more in control. You'll have a formula to use for any events you run in your current job and in your future career. This diploma is nationally recognised by employers, and it will look great on your CV. You can also choose to brush up your design skills to help create marketing literature or improve your speedwriting for faster note taking.

CORE COURSES

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

ELECTIVE COURSES (choose two)

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

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

Event Management Award

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

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

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

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

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

CORE COURSES

- **Event Management Essentials**
- **CompTIA Project+**
- **Social Media Strategy for Business**

SOCIAL MEDIA

Choose one course from the following:

- **Facebook for Business**
- **Introduction to Google Website Tools**
- **LinkedIn for Business**
- **LinkedIn for Jobseekers**
- **Video for Business**
- **Blogging for Business**
- **SEO for Business**
- **Twitter for Business**
- **Pinterest for Business**
- **Instagram for Business**

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

Marketing Courses

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

Certified Digital Marketing Professional
An innovative course that focuses on the different aspects involved in digital marketing. You'll look in detail at SEO, PPC, digital display advertising, email marketing, social media marketing, mobile marketing, analytics, strategy and planning.

This is essential training for anyone looking to learn more about the intricacies of digital marketing who want to either progress their existing marketing career or build the skillset required to move into this area.

Event Management Essentials
Learn some tricks of the trade and really get to grips with event management.

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

Introduction to Google Website Tools
Learn how to best use the tools available from Google, enabling you to maximise the impact of your business website.

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

LinkedIn for Business
This course is designed to bring you up to speed with using LinkedIn in a business environment. It guides you through how to get the most out of the platform, helping you to capitalise on the millions of contacts within arm's reach.

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

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

Marketing Principles and Digital Opportunities
This course will help you become confident in understanding the true function and nature of marketing.

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

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

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

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

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

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

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

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

Polly Lu

IT Training

Networking, Cloud Computing, Security and Software Development

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

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

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

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

Some of the key areas our IT courses will teach you include how to handle essential computer maintenance, manage PCs, manage operating systems and networks, support LANs,

internet access set-up, and cloud security, communicate well with all types of users, and project manage IT development activities.

Our courses will prepare you to take industry-recognised certification exams that will strengthen your candidacy for a range of IT positions.

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

Career Roadmap

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

Advanced IT Security Engineer Diploma with CompTIA
- Cloud Platform Security
- Cloud Security Administration
- Cloud+
- Cloud Essentials+

IT Security Engineer with CompTIA Diploma
- Security+
- Cloud Security Fundamentals
- CyberSecurity 101-102

IT SECURITY

Advanced IT Support Technician Diploma with CompTIA
- Cloud Platform Security
- Cloud Security Administration
- Cloud Essentials+
- Security+
- Network+

IT Support Technician Diploma with CompTIA
- Communication Skills for IT Specialists
- Project+
- A+
- Windows 10 - Advanced

IT SUPPORT

Advanced Network Support Engineer Diploma with CompTIA
- AWS Cloud Practitoner
- Azure Fundamentals
- Cloud Essentials+

Network Support Engineer Diploma with CompTIA
- Security+
- Network+
- Server+

NETWORK SUPPORT

Advanced Software and Web Developer Diploma
Web Developer Diploma
Software Development Diploma
Programming Fundamentals Diploma
- IT Specialist - Java
- IT Specialist - Python
- IT Specialist - HTML5 Application Development
- IT Specialist - JavaScript
- IT Specialist - HTML and CSS
- IT Specialist - Software Development
- Programming Fundamentals

SOFTWARE DEVELOPMENT

Advanced Cloud Support Engineer Diploma with CompTIA
- Cloud Security Administration
- Cloud+
- Azure Fundamentals

Cloud Support Engineer Diploma with CompTIA
- Security+
- AWS Cloud Practitioner
- Microsoft 365 Fundamentals
- Cloud Security Fundamentals
- Cloud Essentials+

CLOUD SUPPORT

IT TRAINING
- Computer Skills Award
- Internet Fundamentals
- Windows 10
- PC Fundamentals

KEY
Course   Award   Diploma

Computer Skills Award

This award is ideal for anyone who wishes to gain key office skills for life. The comprehensive and interactive course content covers the fundamentals of using a personal computer, how to use the Windows 10 environment effectively, and provides learners with in-depth knowledge of the Internet and how to use it productively.

The purpose of this award is to provide an understanding of the personal computer and its operations, to acquaint learners with the fundamentals of Windows 10 and to provide the essential skills necessary to use the Internet and its various components to its full potential.

The award is comprised of three courses — Personal Computer Fundamentals, Windows 10, and Internet Fundamentals. Following is an overview of each course.

PC Fundamentals – This course includes eight modules covering the essentials of the personal computer. The course covers the history of the PC, the system unit, operating systems, working with devices, using application software, file management, creating and viewing multimedia, and computer communications and the Internet.

Windows 10 – This course contains seven modules and provides a comprehensive understanding of this popular operating system. Learners will learn how to get started with Windows 10, explore and customise the Taskbar, how to manage multiple windows, work with sound devices and device drivers, learn how to organise files and folders, personalise the Start menu and user accounts, customise settings, add a printer, install fonts, explore the World Wide Web, set up an Internet connection, and more.

Internet Fundamentals – The course is designed for those who recognise the importance of the Internet and want to learn not only the basics, but also how to make effective use of a wide range of Internet resources. Learners will cover the history of the Internet, working with a Web browser (Google Chrome), searching the Web, downloading documents and applications, privacy aspects of the Internet, using Web-based email, social media, blogs, multimedia and HTML, and adding content to a Web page.

CORE COURSES

- Personal Computer Fundamentals
- Windows 10
- Internet Fundamentals

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

IT Office Administrator Diploma

This Diploma provides an ideal route for anyone with an interest in IT or for those looking to work in an administration or office support role.

As the tech sector continues to be one of the fastest growing employment sectors, this unique IT technical diploma 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 diploma means you get to grips with one skill before starting on the next, and the practical exercises enable you to get hands-on experience during the programme so you'll be able to put what you learn into practice immediately.

The comprehensive core areas studied within this diploma are PC Fundamentals, Communication Skills for IT Specialists, Word, and Excel, and you can also choose between PowerPoint and Outlook to ensure you have the right mix of skills. We also include Typing and Effective Business Communication as you will need to maintain a high standard of communications with your colleagues. You can choose two electives and your Course Advisor will discuss these with you. It is worth remembering that on completion you can then extend your skills with IT Office systems by studying A+, Network +, or Security+.

CORE COURSES

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

ELECTIVE COURSES (choose two)

- Windows 10
- Time Management
- Access
- CompTIA Project+

Guideline Learning Time
160 hours flexi study or 6 weeks full-time
(Full-time based on approx 20-30 hours a week)
CPD: **160 points** on successful completion

IT Support Technician Diploma with CompTIA

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

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

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

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

CORE COURSES

- Windows - Advanced
- A+
- Communication Skills for IT Specialists
- CompTIA Project+

ELECTIVE COURSES (choose two or Network+)

- Cloud Essentials+
- CyberSecurity 101 and 102
- Database Fundamentals
- Programming Fundamentals
- Network+

CompTIA

Guideline Learning Time
210 hours flexi study or 9 weeks full-time
(Full-time based on approx 20-30 hours a week)
CPD: **210 points** on successful completion

Advanced IT Support Technician Diploma with CompTIA

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

Do you want to work in IT? This diploma can help you gain the skills and certifications required to work in roles such as IT Technician or IT Support Technician.

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

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

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

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

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

CORE COURSES

- A+
- Network+
- Security+
- Cloud Essentials+

ELECTIVE COURSES (choose one)

- Communication Skills for IT Specialists
- Azure Fundamentals
- Server+
- Database Fundamentals
- Programming Fundamentals
- CompTIA Project+

CompTIA

Guideline Learning Time
300 hours flexi study or 12 weeks full-time
(Full-time based on approx 20-30 hours a week)
CPD: **300 points** on successful completion

Network Support Engineer Diploma with CompTIA

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

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

Our Network Support Engineer Diploma is ideal if you want to take your existing IT skills to a whole new level. Businesses worldwide recognise the Pitman Training name as a sign that you have been trained to the very highest level. With your Network Support Engineer Diploma, you'll be able to manage, maintain, troubleshoot, install, operate and configure basic network infrastructure.

CORE COURSES

- Server+
- Network+
- Security+

ELECTIVE COURSES (choose two or CCNA)

- Cloud Essentials+
- Azure Fundamentals
- AWS Cloud Practitioner
- Cloud Security Fundamentals
- Communication Skills for IT Specialists
- Windows Client (MD-100)
- CCNA

Guideline Learning Time
200 hours flexi study or 8 weeks full-time
(Full-time based on approx 20-30 hours a week)

CPD: 200 points on successful completion

Advanced Network Support Engineer Diploma with CompTIA

This diploma is ideal if you're looking for a position with greater responsibility than you'll have with more entry-level roles in an IT department.

IT employees hold some of the most important jobs in any organisation. As an advanced Network Support Engineer, it will be your responsibility to install, manage, and troubleshoot computer networks. You will play a crucial role in maintaining your organisation's networks, and you will help keep the network safe and secure.

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

With this diploma you'll study six core courses designed to help you become confident in setting up, maintaining and managing network hardware and software. If you want to achieve your CompTIA Network+ certification, we have a recommended set of electives which will put you in the ideal position to go on and gain this globally recognised IT certification*. This diploma will ensure you meet the industry standard to be a successful network support engineer.

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

CORE COURSES

- Server+
- Network+
- Security+
- Cloud Essentials+
- Azure Fundamentals
- AWS Cloud Practitioner

ELECTIVE COURSES (choose one)

- Windows Client (MD-100)
- Managing Modern Desktops (MD-101)
- Cloud Security Administration
- Cloud+
- Azure Administrator
- Google Associate Cloud Engineer
- Cisco Certified Network Associate (CCNA)

Guideline Learning Time
270 hours flexi study or 11 weeks full-time
(Full-time based on approx 20-30 hours a week)

CPD: 270 points on successful completion

IT Security Engineer Diploma with CompTIA

This diploma is ideal for established or aspiring IT professionals seeking to develop skills in cyber security.

The IT Security Engineer Diploma could set you on a path to a job in IT security. It's intended for those who already have a background in IT infrastructure, such as networking or cloud computing, and are seeking to strengthen their skillset.

Pursuing a career in IT security means joining a growing industry where available jobs outnumber qualified candidates. Many cyber security professionals enter the field as a junior information security analyst after gaining some experience in IT.

The typical IT security professional has a strong background across several areas of IT, which may include networks and systems administration, cloud computing, and even some experience in programming.

In this diploma, we cover these key areas of IT security:

- Attacks, threats, and vulnerabilities
- Architecture and design
- Implementation
- Operations and incident response
- Governance, risk, and compliance

Cybersecurity is an exciting and ever-evolving area of IT where the stakes for organisations are high and the rewards are great. There is strong demand for security professionals and many exciting opportunities for anyone interested in developing a career in IT security.

With this diploma and a strong overall background in IT, you'll be well positioned to pursue roles in IT security, and your skills will be in demand.

CORE COURSES

- Getting Started with Information Security
- CyberSecurity 101
- CyberSecurity 102
- Evaluating and Planning for Security Risks
- Cloud Security Fundamentals
- Security+

ELECTIVE COURSES (choose two)

- Communication Skills for IT Specialists
- Mitigating Security Risk
- Cloud Security Administration
- Azure Fundamentals
- Cloud Essentials+
- AWS Cloud Practitioner
- CompTIA CyberSecurity Analyst (CySA+)

Guideline Learning Time
200 hours flexi study or 8 weeks full-time
(Full-time based on approx 20-30 hours a week)

CPD: 200 points on successful completion

Advanced IT Security Engineer Diploma with CompTIA

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

Ideal for those already working in an IT environment, this training will focus specifically on the area of IT security. You'll study core courses such as Security+, Cloud Essentials+ and Cloud+.

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

Depending on the core subjects you choose to study, you could gain IT qualifications such as the CompTIA security and cloud computing certifications.

CORE COURSES

- Getting Started with Information Security
- CyberSecurity 101 and 102
- Evaluating and Planning for Security Risks
- Cloud Essentials+
- Cloud+
- Cloud Security Fundamentals
- Security+
- Cloud Security Administration
- Cloud Platform Security

ELECTIVE COURSES (choose one)

- AWS Practitioner
- Azure Fundamentals
- CompTIA Advanced Security Practitioner (CASP+)
- Systems Security Certified Practitioner (SSCP)

Guideline Learning Time
230 hours flexi study or 9 weeks full-time
(Full-time based on approx 20-30 hours a week)

CPD: 230 points on successful completion

Cloud Support Engineer Diploma with CompTIA

For anyone aspiring to a career in the dynamic area of IT infrastructure, this diploma is an excellent choice to gain skills in cloud computing administration and support.

Cloud computing is a fast-growing field with steady and strong demand in the IT labour market. Gaining the skills to work with the cloud could lead you to a rewarding career setting up, maintaining, and managing IT infrastructure.

What is a Cloud Support Engineer? A Cloud Support Engineer is an IT professional who sets up, configures, and maintains cloud infrastructure. As they advance in their careers, cloud engineers may also move into roles of greater responsibility that include cloud architecture (designing cloud solutions), development (coding for the cloud), and administration (managing cloud networks).

Cloud technology is already a fixture in our lives. Without realising it, you're likely using cloud-based services every day — whether it's watching videos and listening to music via streaming services or using a web-based email platform.

For businesses, cloud technology is making processes faster and more efficient. For example, the cloud makes backing up and storing company data easier, and software updates can be "pushed" to users as soon as they're ready. As a Cloud Support Engineer, your job will be to keep it all running.

The day-to-day tasks of a Cloud Support Engineer might include:

- Setting up and configuring cloud infrastructure
- Helping organisations migrate their computer systems to the cloud
- Monitoring cloud data storage services

As more and more companies move their infrastructure to the cloud, the teams and roles required to support these systems will grow. Gaining skills in this area will greatly enhance your employability in the IT sector.

CORE COURSES

- **Cloud Essentials+**
- **Cloud Security Fundamentals**
- **Microsoft 365 Fundamentals**
- **AWS Cloud Practitioner**
- **Security+**

ELECTIVE COURSES (choose two)

- **Cloud Security Administration**
- **Azure Fundamentals**
- **Cloud+**
- **Google Associate Cloud Engineer**
- **Server+**
- **Network+**

CompTIA

Guideline Learning Time
200 hours flexi study or 8 weeks full-time
(Full-time based on approx 20-30 hours a week)
CPD: 200 points on successful completion

Advanced Cloud Support Engineer Diploma with CompTIA

This diploma prepares aspiring and established IT professionals for more advanced positions in cloud computing.

Cloud computing is a fast-growing field with steady and strong demand in the IT labour market. Gaining the skills to work with the cloud could lead you to a rewarding career building, maintaining, and securing IT infrastructure.

As more and more companies move their infrastructure to the cloud, job openings in IT infrastructure increasingly include a requirement for cloud-computing training and experience. Such roles include systems engineer, network engineer, and database administrator.

For IT professionals the learning never stops, because the technologies we rely on are always changing and evolving. For this reason, it's key that anyone working in or aspiring to a job in IT infrastructure develop skills in these areas:

- Cloud platforms: Three key players in cloud infrastructure are Amazon Web Services (AWS), Microsoft Azure, and Google Cloud. This diploma offers training in all three.
- Data storage and security: Accessing, storing, and protecting data are each essential components of cloud computing covered in this programme.
- Networking: Having knowledge of networking basics will be valuable when integrating traditional networks with cloud services. If you do not already have a background in networking technology, consider adding Network+ or Server+ as an elective.
- Programming: Common languages used in cloud computing include Python and Java. Consider studying one of these languages to strengthen your skillset either as an elective with us or in the future as your career in cloud computing develops.

As more and more companies move their infrastructure to the cloud, the teams and roles required to support these systems will grow. Building a strong skill set in this area will greatly enhance your employability in the IT sector.

CORE COURSES

- **Cloud Essentials+**
- **Cloud Security Fundamentals**
- **Microsoft 365 Fundamentals**
- **Azure Fundamentals**
- **AWS Cloud Practitioner**
- **Cloud+**
- **Security+**
- **Cloud Security Administration**

ELECTIVE COURSES (choose one)

- **Azure Administrator**
- **AWS Certified SysOps Administrator - Associate**
- **Cloud Platform Security & Management**
- **Google Associate Cloud Engineer**
- **Server+**
- **Network+**
- **IT Specialist - Java**
- **IT Specialist - Python**

CompTIA

Guideline Learning Time
300 hours flexi study or 12 weeks full-time
(Full-time based on approx 20-30 hours a week)
CPD: 300 points on successful completion

Programming Fundamentals Diploma

If you are new to coding and computer programming, this programme will help you learn how to use various programming and development tools to build apps, power websites, and more!

Smartphones, laptops, PCs, websites and video games all run digitally scripted programs and, as the digital revolution continues, the reach of computer programming now plays a part in cars, household appliances and watches.

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

CORE COURSES

- **Programming Fundamentals**
- **IT Specialist - Software Specialists**
- **IT Specialist - HTML and CSS**
- **Communication Skills for IT Development**

ELECTIVE COURSES (choose one)

- **IT Specialist - JavaScript**
- **Database Fundamentals**

Guideline Learning Time
150 hours flexi study or 7 weeks full-time
(Full-time based on approx 20-30 hours a week)
CPD: 150 points on successful completion

Software Development Diploma

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.

Using your analytical and problem-solving skills as a Software Developer in an organisation, you could be responsible for the development, testing, and maintenance of software programs and code. Developers are employed across a wide spectrum of industry, so opportunities for career advancement are many.

With this diploma, you will train on several of the latest industry-standard programming languages, as well as develop other key skills, such as communication and leadership skills.

Broken down into clear segments, the format of this programme means you get to grips with one skill before starting on the next, and the practical exercises give you an opportunity to get experience writing and testing code.

CORE COURSES

- **Programming Fundamentals**
- **IT Specialist - HTML and CSS**
- **IT Specialist - JavaScript**
- **IT Specialist - HTML5 Application Development**

ELECTIVE COURSES (choose one)

- **IT Specialist - Python**
- **IT Specialist - Java**
- **SQL for Data Analysts**

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

IT Training Courses

A+
A great course for beginners to the IT industry. Gaining the CompTIA A+ qualification is essential for anyone looking to pursue a career in IT support for roles.

Advanced Security Practitioner (CASP+)
This CompTIA CASP+ training focuses on providing you with an advanced understanding of security topics in designing and engineering security solutions.

AWS Cloud Practitioner
This course will introduce you to the fundamentals of AWS computing and networking services. You'll explore the core concepts that define the AWS Cloud and cloud computing.

Azure Fundamentals
Azure Fundamentals is the entry-level certification that will introduce you to Microsoft's Azure service offerings, including storage, virtual machines (VMs), databases and data analytics, app services, and more.

CCNA
The Certified Network Associate (CCNA) course provides learners with the knowledge and skills needed to work with the Cisco network infrastructure.

Cloud+
This course is designed for those who wish to work in a Cloud Computing environment and need technical understanding of cloud infrastructure.

Cloud Essentials+
This course will provide an excellent introduction to cloud computing. Topics include cloud networking, cloud migration strategies, cloud connectivity and load balancing, cloud storage technologies and cloud security.

Cloud Security Fundamentals
In this course, you'll build a foundation in essential cloud security topics, including cloud operations, design concepts, infrastructure security, data security, and application security.

Communication Skills for IT Specialists
The aim of this course is to learn how to communicate successfully while managing projects and people within the IT industry.

CyberSecurity 101 and 102
In these courses, you'll explore key information-security concepts and how organisations protect their information and systems from malicious activity.

Database Fundamentals
In this course, you'll learn the core concepts of relational databases and structured query language (SQL), which is used to manage data in a relational database management system.

Google Associate Engineer
Google Cloud Platform is a suite of cloud technologies that provide reliable and scalable cloud-computing services to help users store data and build, test, and deploy applications. You'll learn to set up, configure, and manage the core elements of Google's cloud-based services.

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

Programming Fundamentals
This course is an introduction to programming concepts and is ideal for anyone who wishes to learn how to program but doesn't have a background in coding.

Security+
This course will help you progress your IT and network administration knowledge and help you understand systems security.

Windows 10 - Advanced
This course provides an advanced look at the Windows 10 operating system.

Web Development & Graphic Design

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

Career Roadmap

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

Web Design & Development roadmap (bottom to top):

- Photoshop CC — Course
- Illustrator CC — Course
- Adobe Creative Cloud Award — Award
- IT Specialist - HTML and CSS — Course
- IT Specialist - JavaScript — Course
- IT Specialist - HTML5 Application Development — Course
- WordPress for Business — Course
- Dreamweaver CC — Course
- Animate CC — Course
- SEO for Business — Course
- Web Design Award — Award
- Web Design Specialist Diploma — Diploma
- Web Developer Diploma — Diploma
- Advanced Software and Web Developer Diploma — Diploma

Graphic Design roadmap:

- Premiere Pro CC — Course
- InDesign CC — Course
- Graphic Design Diploma with Adobe ACA — Diploma

GRAPHIC DESIGN

WEB DESIGN & DEVELOPMENT

KEY

- Course ●
- Award ◉
- Diploma ○

WEB DESIGN TRAINING

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

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

GRAPHIC DESIGN TRAINING

If you have a natural creative flair and are thinking about applying that to your career, becoming a Graphic Designer would be a great way to use your abilities. Learning essential Adobe applications such as InDesign, Photoshop and Illustrator will give you practical, transferable skills that can launch your career in graphic design. Our graphic design courses provide the opportunity to explore a range of elements that will enable you to create innovative designs for anything; from websites to marketing materials both online and offline!

PHOTOSHOP TRAINING

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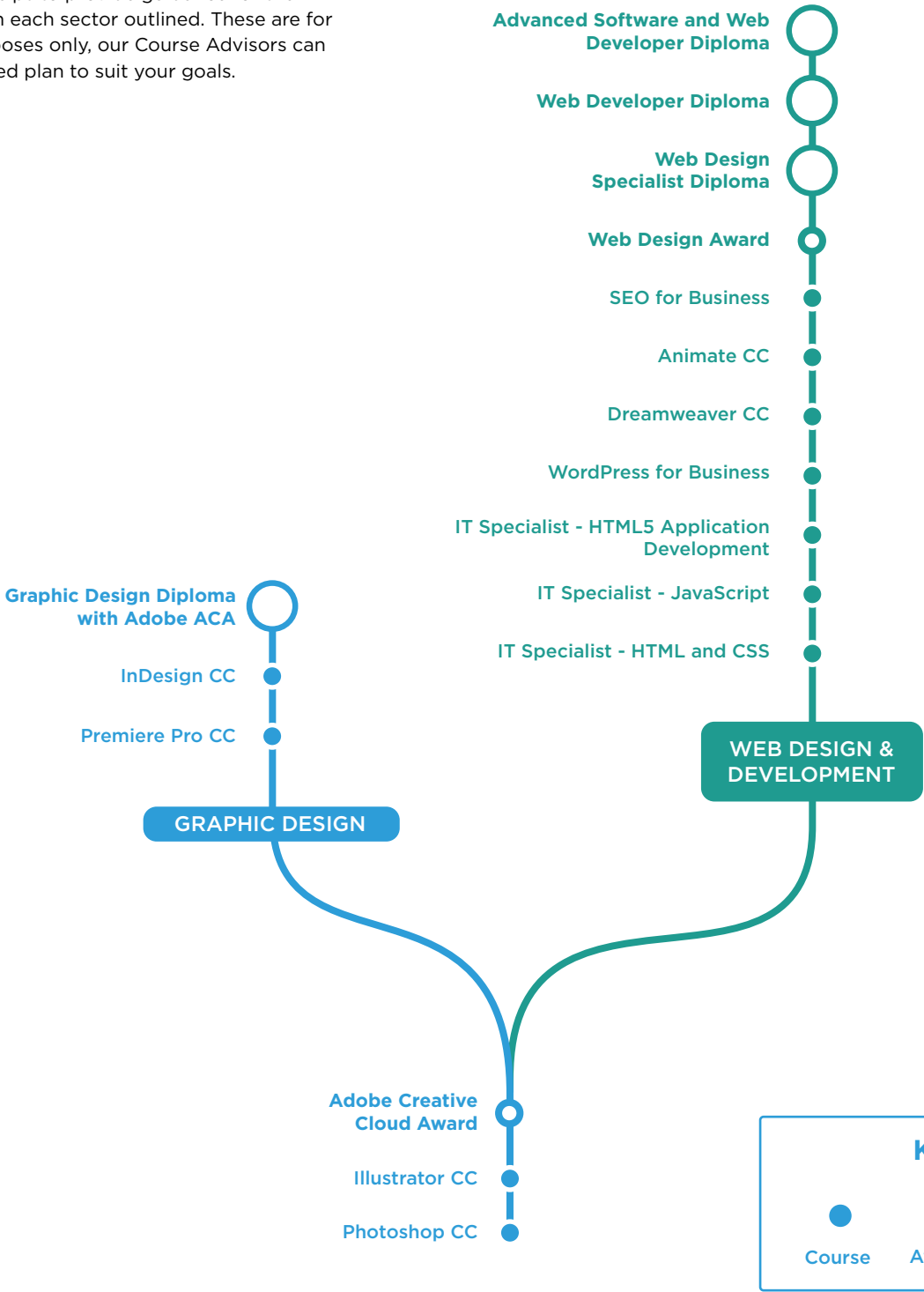
Adobe Creative Cloud (CC)

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

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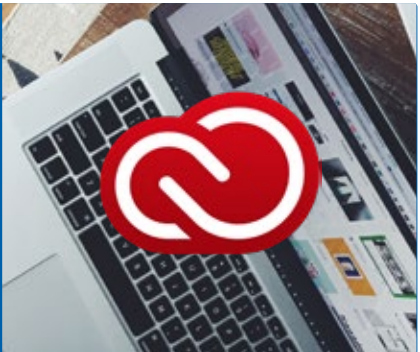
Graphic Design Diploma with Adobe ACA

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

If you have a natural and creative flair and are thinking about applying that to your career, becoming a Graphic Designer would be a great way to use those abilities. Learning skills in essential Adobe packages such as InDesign, Photoshop and Illustrator, you'll learn practical, transferable skills that can help you start your career in graphic design.
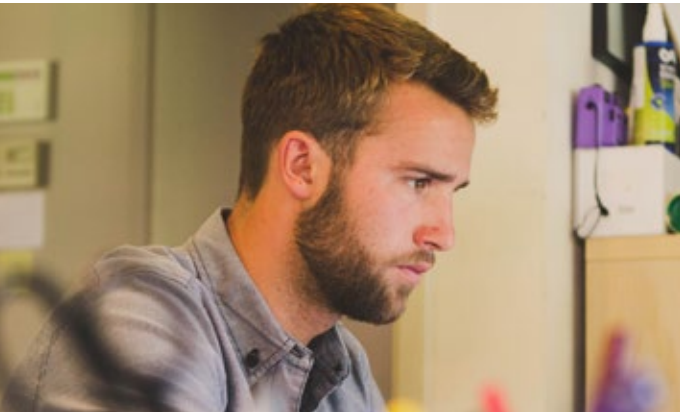
All the courses can be studied online so that you can fit your studies around your existing commitments. Once you've completed all the subjects, you'll receive a Pitman Training diploma which demonstrates to employers that you've gained industry skills that are in high demand.

CORE COURSES

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

ELECTIVE COURSES (choose two)

- **Animate CC**
- **Premiere Pro CC**
- **Marketing Essentials**
- **CompTIA Project+**

Web Design Specialist Diploma

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

If you're a creative person with an eye for design and a passion for technology, the Web Design Specialist Diploma is a great choice. The world of digital offers enormous opportunities as businesses continue to embrace the wealth of new technology available to them. This role will allow you to not only express your creative side, but also helps you gain the technical knowledge that is required to make things happen online. With our Web Design Specialist Diploma your skills will be increasingly in demand as the world of new technology continues to grow.

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

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

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

CORE COURSES

- **Dreamweaver CC** or **WordPress for Business**
- **Photoshop CC**
- **IT Specialist - HTML and CSS**
- **IT Specialist - JavaScript**
- **IT Specialist - HTML5 Application Development**

ELECTIVE COURSES (choose two)

- **IT Specialist - Java**
- **IT Specialist - Python Animate CC**
- **Introduction to Google Website Tools**
- **Blogging for Business**
- **Search Engine Optimisation (SEO) for Business**
- **CompTIA Project+**

Web Developer Diploma

This diploma is for anyone seeking a dynamic career across a wide range of entry-level positions. Challenging and comprehensive, students learn the most in-demand web development skills, techniques, and tools.

In this diploma, students learn the coding languages needed to be a front-end web developer and create dynamic websites. The programme covers the primary web development programming languages: HTML, CSS, and JavaScript.

Supported by qualified tutors — experts who are practising web developers — students will gain hands-on experience with a range of web development projects that build in complexity as students add coding languages and technology skills to their toolkit. Upon programme completion, students will have built a strong portfolio that they can confidently showcase to potential employers.

Students who successfully complete the programme may pursue a variety of positions in web development, including web developer, front-end web developer, HTML / CSS developer, and JavaScript / jQuery developer.

CORE COURSES

- **Computer and Technology Basics for Developers**
- **Overview of Software Development**
- **Version Control**
- **HTML**
- **CSS and Bootstrap**
- **JavaScript**
- **Managing Software Development Projects**

ELECTIVE COURSES

Your Course Advisor will work with you to determine the electives needed to meet your goals.

Advanced Software and Web Developer Diploma

This diploma is for anyone seeking a dynamic career across a wide range of entry-level developer positions. Challenging and comprehensive, students learn the most in-demand software and web development skills, techniques, and tools.

In this diploma, students learn the coding languages that every web developer needs to know: HTML, CSS, and JavaScript. Students then broaden their skill set with a strong foundation in SQL, C#, and Microsoft's .NET Framework that will lead to even greater opportunities in the world of software development.

Supported by qualified tutors — experts who are practising software developers — students will gain hands-on experience with a range of coding projects that build in complexity as students add programming languages and technology skills to their toolkit. Upon programme completion, students will have built a strong portfolio that they can confidently showcase to potential employers.

Students who successfully complete the programme may pursue a variety of positions in software development, including web developer, front-end developer, HTML / CSS developer, JavaScript / jQuery developer, back-end developer, C# developer, and .NET developer.

CORE COURSES

- **Computer and Technology Basics for Developers**
- **Overview of Software Development**
- **Version Control**
- **HTML**
- **CSS and Bootstrap**
- **JavaScript**
- **Database and SQL**
- **Visual Studio**
- **C# and .NET Framework - Part 1**
- **C# and .NET Framework - Part 2**
- **Managing Software Development Projects**

ELECTIVE COURSES

Your Course Advisor will work with you to determine the electives needed to meet your goals.

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

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

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

Guideline Learning Time
500 hours flexi study or 20 weeks full-time
(Full-time based on approx 20-30 hours a week)
CPD: **500 points** on successful completion

Adobe Creative Cloud Award

This award lets you choose any three of these courses to tailor the training to your needs.

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 a Marketing Assistant, Web Designer or Video Editor. Adobe Creative Cloud (CC) is Adobe's renowned suite of software programs that enables you to create, edit and publish websites, edit photographs, create marketing materials and publish video and audio content. The study of this award will provide you with skills valuable to employers looking for Marketing Assistants or Junior Designers.

CORE COURSES (choose three)

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

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

Web Design Award

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

Whether you want to learn web design to start a new career or simply want to expand your skillset and be able to confidently liaise with website developers, our Website Design for Business Award will give you all the skills you need. For any business, having a professional website is essential. A business' website is the key focal point for brand awareness, customer engagement, customer communication and, quite often, sales.

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

CORE COURSES

- **Dreamweaver CC or WordPress for Business**
- **Photoshop CC**
- **IT Specialist - HTML and CSS**

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

Web & Graphic Design Courses

After Effects CC
After Effects is a digital visual effects, motion graphics, and compositing application developed by Adobe. It is used in the post-production process of film making, video games, and television production.

Animate CC
The Animate CC course will help you learn how to create online animations. Such animations are found all over the internet on websites, online videos, video games, advertisements and cartoons.

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

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

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

IT Specialist - HTML and CSS
This course covers the objectives on the ITS exam, putting a solid entry-level certification well within reach. The course has two distinct parts: HTML, which includes HTML fundamentals, document structuring, and multimedia presentation, and CSS, which includes CSS fundamentals and styling of web pages.

IT Specialist - JavaScript
If you're working toward a career as a web designer, our JavaScript course will give you a great foundation and allow you to fully utilise the features of JavaScript language.

IT Specialist - HTML5 Application Development
This course expands on the knowledge gained in our HTML and CSS and JavaScript courses. Advanced web design and development concepts, such as application lifecycle management, graphics and animation, forms, layouts, and JavaScript coding are the main topics of this course. This course and subsequent certification is the next logical step for someone seeking a career in web design and development.

Photoshop CC
Photoshop is a popular image-editing application used to create and manipulate images for the web and for print. This is a fully flexible, self-study course.

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

WordPress for Business
Our online WordPress for Business 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 design and set up a website.

Partnerships

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

AAT (The Association for Accounting Technicians)
AAT is the leading qualification and membership body for accounting and finance staff. Members include people working in accountancy, students and self-employed business owners.

BSI (British Standards Institute)
Pitman Training Group Ltd is audited annually for this kite mark of international quality standards.

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

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.

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

ICDL
The International Computer Driving Licence® (ICDL) is the International qualification that demonstrates competence in computer skills. Pitman Training centres offer ICDL. No prior knowledge of IT or computer skills is needed to study the ICDL.

Microsoft IT Academy
Many of our training centres have Microsoft IT Academy status.

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

Engineers Ireland
All Pitman Training Centres in Ireland are registered with Engineers Ireland as a provider of Continuing Professional Development training courses.

Transforming careers.
Changing lives.

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

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

- **Flexible training you can fit around work and family commitments**

- **Support whenever you need it from our friendly Learning Coaches**

- **The skills in demand by employers**

- **Confidence that you're one step closer to your dream job, promotion or new career**

Speak to a Course Advisor on:

1800 532632

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