

Visit our web site at www.pitman-guildford.co.uk to learn more about our range of full and part time personal and professional development courses including:

Executive PA Diploma
Legal Secretarial Diploma
Medical Secretarial Diploma
Accounting Technician Diploma
and more.



Address:

Pitman Training Guildford
Portsmouth House
1 Portsmouth Road
Guildford
Surrey
GU2 4BL

Tel : 01483 572855
Email : guildford@pitman-training.net
Fax : 01483 300859
Web: www.pitman-guildford.co.uk

Location:

We are conveniently located in central Guildford within a few minutes walking distance of the railway and bus stations and all the main shopping car parks. The Artington Park and Ride service drops off and picks up right outside our training centre.

www.pitman-guildford.co.uk

Pitman means Business

Spring/Summer, March 2009 – September 2009

Scheduled one day courses in Guildford featuring:
Microsoft Excel, Access, Word, PowerPoint, Visio, Project,
Office 2007 and others



£195 plus VAT per person including lunch



www.pitman-training.com

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PITMAN TRAINING GUILDFORD

Welcome to the latest edition of our training programme covering Spring and Summer 2009.

This leaflet contains a timetable of IT training courses running in our Guildford training centre from March 2009 to September 2009. These are one day courses, starting at 9.30am and finishing at 4.30pm, with lunch and refreshments included in the price.

All the courses can be customised to run as 'closed' courses for your company when you have four people or more.

We can also discuss other training options with you, such as delivering the courses on your site or customising them to your exact requirements.

We also offer a number of government funded courses under Train to Gain including bookkeeping, Sage Line 50 and management courses. Call for more details.

Courses include:

Microsoft Office:

- Word
- Excel
- PowerPoint
- Access
- Outlook
- Project
- Visio

Also:

Office 2007 Migration

Course Booking:

All courses cost £195 plus VAT per person including lunch, refreshments and workbook.

To book a course call 01483 572855 or email us with the course name, preferred course date and names of delegates to:

guildford@pitman-training.net

"Very enjoyable and educational"

Aimi M. (January 2009)

Training Course Timetable

Training Courses		Mar	Apr	May	Jun	Jul	Aug	Sep
Access	Level 1	9	23	18	3	13	12	9
	Level 2		28		15		26	
	Level 3	31			30			22
Visio	Level 1		20		29		20	
	Level 2	17		15				21
Excel	Level 1	4	1	6	1	1	3	7
	Level 2	16	22	12	17	8	19	16
	Level 3	25		27		20		30
Office 2007 Migration			29		8		10	
Outlook			9			22		
PowerPoint	Level 1	10	16	11	9	9	13	10
	Level 2	19		22		23		23
Project	Level 1		6		22		6	
	Level 2	23		26		6		3
Word	Level 1	2	2	5	10	2	5	2
	Level 2	11	21	20	24	15	17	14
	Level 3	16		28		29		29

All our courses last one day. To ensure the best possible training you are one of a maximum of 6 students being taught by an experienced instructor.

The training is given at a number of skill levels: Beginner (Level 1), Intermediate (Level 2) and Expert (Level 3). To find the course to suit your own training requirements check the detailed course outlines on our web site at:

www.pitman-guildford.co.uk/training_for_companies.htm