

English + Business Skills Diplomas and Certificates



Pitman Training Fees 2013

A General English course at LTC in the mornings and a business skills course at Pitman Training in the afternoons. Hours at Pitman Training are flexible: we recommend at least 15 hours per week. Your English must be at least intermediate level (CEFR B1) before your Pitman course begins.

Students who need a visa: Please note that the Pitman course is classed as supplementary. You must study English at LTC for the duration of your Pitman course.

These fees are for the Pitman course only. See www.ltc-english.com/prices/ for details of English language course fees.

Transport to Pitman Training:

- From LTC London 15 minutes by tube (approx £25 per week)
- From LTC Brighton 15 minutes by bus (approx £20 per week)
- From LTC Eastbourne 10 minutes on foot

Business Skills Diploma Course	Weeks (approx)	Pitman Fee: London, Brighton and Eastbourne
Admin Assistant	15 weeks	£1,950
Business IT	12 weeks	£1,560
Business IT with Marketing & PR	20 weeks	£2,600
Business IT with Web Design	18 weeks	£2,340
Essential Book-Keeping Award	7 weeks	£910
Essential Get Creative Award	7 weeks	£910
Essential Microsoft Office award	8 weeks	£1,040
Executive PA	26 weeks	£3,380
Fast-Track Microsoft Skills	10 weeks	£1,300
Foundation in Book-Keeping	12 weeks	£1,560
Introduction to Office Skills	8 weeks	£1,040
IT Support Technician	25 weeks	£1,425
Microsoft Office Plus	14 weeks	£1,820
Office Manager	20 weeks	£2,600
Receptionist	11 weeks	£1,430
Secretarial	18 weeks	£2,340
Web design Specialist	25 weeks	£1,395

See www.ltc-english.com/english-plus-business-skills for course details.

LTC London,
100 Warwick Road, Ealing,
London W5 5PT
Tel: +44 (0) 20 8566 2188
info@ltc-london.com

LTC Brighton,
55-61 Portland Road,
Brighton & Hove BN3 5DQ
Tel: +44 (0) 1273 735975
info@ltc-brighton.com

LTC Eastbourne, Compton
Place Road, Eastbourne,
East Sussex BN21 1EH
Tel: +44 (0) 1323 727755
info@ltc-eastbourne.com

Single Module Business Skills Certificate Course	Weeks (approx)	Pitman Fee		
		London	Brighton	Eastbourne
Adobe Photoshop Elements	3 weeks	£399	£250	£250
Basic Book-Keeping	2 weeks	£399	£295	£295
Book-Keeping Level 2 Module 1	2 weeks	£399	£350	£350
Book-Keeping Level 2 Module 2	2 weeks	£399	£350	£350
Book-Keeping Level 2 Module 3	2 weeks	£399	£300	£300
Business Document Production	1 week	N/A	£175	£175
CIW Foundations	5 weeks	£399	£350	£350
Communication at Work	1 week	N/A	£175	£175
Communication Skills for IT Specialists	2 weeks	£399	£275	£275
Computer Keyboard Skills	2 weeks	£399	£345	£345
Different Leadership Attributes and Skills	1 week	£399	£180	£180
Dreamweaver	3 weeks	£399	£325	£325
European Computer Driving Licence	12 weeks	£399*	£200*	£200*
Effective Business Communication	2 weeks	£399	£325	£325
Effective Meeting Skills	1 hour	N/A	£110	£110
Flash	3 weeks	£399	£260	£260
Get into HR	1 week	£399	£225	£225
Get into Marketing	1 week	£399	£225	£225
Get into PR	1 week	£399	£225	£225
Health and Safety Essentials	3 days	£399	£75	£75
Introduction to HTML	1 week	£399	£180	£180
Keyboard Speed Development	2 weeks	£399	£380	£380
Learning Windows 7	1 week	£399	£175	£175
Microsoft Access	3 weeks	£399	£375	£375
Microsoft Excel	3 weeks	£399	£375	£375
Microsoft Excel Expert	3 weeks	£399	£375	£375
Microsoft Outlook	1 week	£399	£250	£250
Microsoft PowerPoint	3 weeks	£399	£450	£450
Microsoft Publisher	1 week	£399	£200	£200
Microsoft Word	3 weeks	£399	£375	£375
Microsoft Word Expert	3 weeks	£399	£375	£375
Project Management Fundamentals	2 hours	N/A	£125	£125
Sage 50 Accounts	2 weeks	£399	£345	£345
Strata IT Fundamentals	2 weeks	£399	£275	£275

*European Computer Driving Licence + approx £100 exam fees

Bronze Award	3 modules	5% discount
Silver Award	5 modules	10% discount
Gold Award	7 modules	15% discount
Platinum Award	9 modules	20% discount

Accredited by the

 for the teaching
 of English

ENGLISHUK
 member

Please note that Pitman Training courses fall outside the scope of the British Council accreditation scheme.

See www.ltc-english.com/english-plus-business-skills for further information

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