

LTC

english

london . brighton . eastbourne



## Language Teaching Centres UK

English + Business Skills Diplomas and Certificates

Accredited by the  
  
for the teaching  
of English

ENGLISHUK  
member

[www.ltc-english.com](http://www.ltc-english.com)



# English + Business Skills Diplomas and Certificates

Language Teaching Centres UK have teamed up with Pitman Training, one of Britain's largest private providers of training for office work. Our unique English + Business Skills programme gives students the chance to combine English language studies with training in practical skills for the workplace.

## Who is this programme For?

It's for you if you want to improve your English and your business skills. It is particularly useful if you are about to enter the jobs market and want practical skills on your CV. These courses can also teach you particular skills you need for your job.

This programme is also a very good way to practise your English by using it to study a different subject.

## How does it work?

You study English in the morning at LTC. In the afternoon, you go to Pitman Training. Pitman use individualised learning where you study at your own pace on a PC with a course advisor there to help you. There will normally be other students at Pitman, most of them British people.

We recommend you study about 15 hours per week. Pitman are open in the afternoons, some evenings and for a few hours on Saturdays.

There are branches of Pitman Training near all our schools: in London about 15 minutes by tube, in Brighton 15 minutes by bus and in Eastbourne 10 minutes on foot.

## What level do I have to be?

Your English must be intermediate (B1) or higher. You can be a beginner in the Pitman course subject (apart from those which are at "Level 2" or "Expert" level).

## What about visas?

If you need a visa to study in Britain, you get your visa for your English language course. The Pitman course is "supplementary" and doesn't affect your visa.

If you require a visa to study in England, you must study English at LTC for the duration of your Pitman course.

## Do I have to take an exam?

Yes. You have to pass a test at the end of every module on your Pitman course.

## What courses are available?

You can take Business Skills Diploma courses that take between seven and 26 weeks. Or you can choose one module for a Business Skills Certificate. Most modules take one, two or three weeks.

## How do I enrol?

Book your English course in the normal way, then add the name of your Pitman course on the enrolment form.

For example:  
General English 20 lessons +  
Introduction to HTML



# Pitman Business Skills Diploma Courses

## **Admin Assistant** 15 weeks

Computer Keyboard Skills, Business Document Production, Communication at Work, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, Microsoft Access plus 1 elective module from a list of 6.

## **Business IT** 12 weeks

Computer Keyboard Skills OR Keyboard Speed Development, Microsoft Word OR Microsoft Word Expert, Microsoft Excel OR Microsoft Excel Expert, Effective Business Communication, Microsoft Outlook, Microsoft PowerPoint.

## **Business IT with Marketing & PR** 20 weeks

Computer Keyboard Skills OR Keyboard Speed Development, Effective Business Communication OR Business Document Production, Microsoft Excel OR Microsoft Excel Expert, Get into Marketing, Get into PR, Microsoft Word, Microsoft Word Expert, Microsoft PowerPoint, Microsoft Outlook, Microsoft Publisher, Microsoft Access.

## **Business IT with Web Design** 18 weeks

Effective Business Communication, Introduction to HTML, Dreamweaver, Microsoft Outlook, Microsoft Access, Computer Keyboard Skills OR Keyboard

Speed Development, Microsoft Word OR Microsoft Word Expert, Microsoft Excel OR Microsoft Excel Expert, Microsoft PowerPoint OR Photoshop.

### **Essential Book-Keeping Award** 7 weeks

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Computerised accounts, manual book-keeping, Sage 50 Accounts and Microsoft Excel.

### **Essential Get Creative Award** 7 weeks

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Microsoft PowerPoint, Microsoft Publisher, Adobe Photoshop Elements.

### **Essential Microsoft Office Award** 8 weeks

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Microsoft Word, Microsoft Excel and Microsoft PowerPoint.

### **Executive PA** 26 weeks

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Computer Keyboard Skills, Keyboard Speed Development, Effective Business Communication, Microsoft Word, Microsoft Word Expert, Microsoft Excel, Microsoft Excel Expert, Microsoft PowerPoint, Microsoft Access, Microsoft Outlook, Audio Transcription, Go Make a Difference plus 4 elective modules.

### **Fast-Track Microsoft Skills** 10 weeks

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Microsoft Word OR Microsoft Word Expert, Microsoft Excel OR Microsoft Excel Expert, Microsoft Outlook, Microsoft PowerPoint, Microsoft Access.

### **Foundation in Book-Keeping** 12 weeks

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Book-Keeping Level 2 Module 1, Book-Keeping Level 2 Module 2, Book-Keeping Level 2 Module 3, Sage 50 Accounts, Microsoft Excel plus 1 elective module.

### **Introduction to Office Skills** 8 weeks

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Choose 4 Core Courses From a list of ten: Computer Keyboard Skills, Keyboard Speed Development, Microsoft Word, Microsoft Word Expert, Microsoft Excel, Microsoft Outlook, Health and Safety Essentials, Communication at Work, Basic Book-Keeping, Book-Keeping Level 2 Module 1.

### **IT Support Technician** 25 weeks

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A+ 2009 Certification Course: Learn to install, repair, upgrade, configure, optimise, troubleshoot, and perform preventative maintenance on PCs and operating systems. Principles of implementing LANs and Internet access. Windows 7 including: installation, upgrade options, UAC configuration, and Homegroups.

Communication Skills For IT Specialists: All aspects of communication from understanding theory to conflict resolution and presentation styles, including scenarios that show how effective communication becomes a key advantage in today's IT environment.

Plus 3 elective modules.

### **Microsoft Office Plus** 14 weeks

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Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, Microsoft Access plus 2 elective modules.

### **Office Manager** 20 weeks

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Computer Keyboard Skills, Effective Business Communication, Microsoft Word, Microsoft Word Expert, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, Book-Keeping Level 2 Module 1, Get into HR, Different Leadership Attributes and Skills plus 2 elective modules.



### Receptionist

11 weeks

Computer Keyboard Skills, Business Document Production, Communication at Work, Professional Receptionist Seminar, Microsoft Word, Microsoft Outlook plus 1 elective module.

### Secretarial

18 weeks

Computer Keyboard Skills, Keyboard Speed Development, Effective Business Communication OR Business Document Production, Audio Transcription, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook plus 2 elective modules.

### Web design Specialist

25 weeks

CIW Foundations: Build basic web pages, work with HTML/XML Code. Apply design Factors for usability and navigation states in electronic media. Identify the importance of Quality of Service (QoS), performance issues and their effect on today's web based economy.

Web Site Design: Build user Friendly, interactive sites. Layout, colour, and site planning. Explore Photoshop, Flash, and Expression Web to make web sites come alive. Work with HTML, XHTML, CSS, and Div Tags. Introduction to JavaScript and Java.

Dreamweaver: Features and Functions of Dreamweaver including importing an FLV File and integrating a player skin. Test your pages in Adobe BrowserLab on multiple browsers and operating systems. Create standards-based Web pages with updated CSS-based starter pages.

Photoshop: Learn to use this rich and robust editing and compositing tool.

Flash: Learn the Features of Flash to become a professional Flash developer.

Plus 3 elective modules.



# Single Module Courses Leading to Pitman Business Skills Certificates

For information on the content of these modules,  
see [www.ltc-english.com/english-plus-business-skills](http://www.ltc-english.com/english-plus-business-skills)

Adobe Photoshop Elements  
3 weeks

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Basic Book-Keeping  
2 weeks

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Book-Keeping Level 2 Module 1  
2 weeks

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Book-Keeping Level 2 Module 2  
2 weeks

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Book-Keeping Level 2 Module 3  
2 weeks

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Business Document  
Production  
1 week

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CIW Foundations  
5 weeks

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Communication at Work  
1 week

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Communication Skills For  
IT Specialists  
2 weeks

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Computer Keyboard Skills  
2 weeks

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Different Leadership  
Attributes & Skills  
1 week

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Dreamweaver  
3 weeks

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European Computer  
Driving Licence  
12 weeks

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Effective Business  
Communication  
2 weeks

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Effective Meeting Skills  
1 hour

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Flash  
3 weeks

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Get into HR  
1 week

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Get into Marketing  
1 week

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Get into PR  
1 week

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Health and Safety Essentials  
3 days

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Introduction to HTML  
1 week

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Keyboard Speed Development  
2 weeks

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Learning Windows 7  
1 week

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Microsoft Access  
3 weeks

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Microsoft Excel  
3 weeks

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Microsoft Excel Expert  
3 weeks

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Microsoft Outlook  
1 week

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Microsoft PowerPoint  
3 weeks

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Microsoft Publisher  
1 week

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Microsoft Word  
3 weeks

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Microsoft Word Expert  
3 weeks

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Project Management  
Fundamentals  
2 hours

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Sage 50 Accounts  
2 weeks

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Strata IT Fundamentals  
2 weeks

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REPRESENTATIVE STAMP

## Language Teaching Centres UK



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

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