



IT Tutor Led Timetable 2021: Classroom training delivered face to face in Glasgow and Edinburgh centres throughout the year. We also offer courses through our virtual classroom; contact Helen McCanney to book your place today. Bespoke, tailored and onsite training options are available off schedule. Contact for details: Helen McCanney helen.mccanney@pitman-training.net Edinburgh: 0131 556 5650 Glasgow: 0141 223 0090.

Virtual training sessions are held live from our tutors and are split over sessions of approximately 3 hours each, all sessions need to be attended to complete the training course in the virtual classroom environment.

RED = GLASGOW	Jan 2021	Jan Virtual	Feb 2021	Feb Virtual	Mar 2021	Mar Virtual	Apr 2021	Apr Virtual	May 2021	May Virtual	Jun 2021	Jun Virtual
GREEN = VIRTUAL CLASSROOM												
Access Introduction					4					5/6		
Access Intermediate			1				9					
Excel Introduction		13/14	26	8/9	5		6	26/27		19/20	4	24/25
Excel Intermediate		25/26	22	16/17		15/16	15	22/23		27/28	10	24/25
Excel Advanced		13/14	23	8/9		17/18		13/14	14		14	23/24
Word Introduction			3			8/9	7			19/20		1/2
Word Intermediate		25/26		24/25	31			26/27		27/28		
Word Advanced			4			29/30			4			
PowerPoint Introduction	25					8/9			17			
PowerPoint Intermediate/Advanced			2					22/23				
NEW MS Project Introduction				16/17						5/6		
MS Project Complete	18/19					15/16/17					21/22	
MS Visio												1/2
Adobe Illustrator		18						15				
Adobe InDesign				22						11		
Adobe Photoshop						12						14



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RED = GLASGOW GREEN = VIRTUAL CLASSROOM	Jul 2021	Jul Virtual	Aug 2021	Aug Virtual	Sep 2021	Sep Virtual	Oct 2021	Oct Virtual	Nov 2021	Nov Virtual	Dec 2021	Dec Virtual
Access Introduction									1			
Access Intermediate			4									
Excel Introduction	9		10	23/24		20/21	6	20/21		10/11	10	1/2
Excel Intermediate		19/20	18	30/31		23/24	12	25/26		23/24	13	8/9
Excel Advanced	16	28/29		23/24		6/7	14			10/11		
Word Introduction			11			6/7			9			1/2
Word Intermediate	21			30/31					15			8/9
Word Advanced		19/20			2			20/21			15	
PowerPoint Introduction		14/15			16					23/24		
PowerPoint Intermediate/Advanced					21						16	
NEW MS Project Introduction		28/29						25/26				
MS Project Complete						20/21/23			17/18			
MS Visio												
Adobe Illustrator		13						7				
Adobe InDesign				26						11		
Adobe Photoshop						9						16

IT Tutor Led Timetable 2022: Classroom training delivered face to face in Glasgow and Edinburgh centres throughout the year. We also offer courses through our virtual classroom; contact Helen McCanney to book your place today. Bespoke, tailored and onsite training options are available off schedule.

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	Jan 2022	Jan Virtual	Feb 2022	Feb Virtual	Mar 2022	Mar Virtual	April 2022	April Virtual	May 2022	May Virtual	Jun 2022	Jun Virtual
RED = Glasgow												
BLACK = Edinburgh												
GREEN = Virtual												
Adobe Illustrator		14						5				
Adobe InDesign				9						26		
Adobe Photoshop						15						23
Excel Introduction	10	10/11	1	16/17			4	19/20	11	5/6	6	16/17
Excel Intermediate	31	19/20	8	23/24	2	30/31	8	28/29	9		22	20/21
Excel Advanced		10/11	15		16	16/17		28/29	5			
MS Project Introduction						30/31						29/30
MS Project Complete	27/28			16/17/18			20/21		12/13			
MS Visio												20/21
PowerPoint Introduction	14		7		16					17/18		
PowerPoint Inter/Advanced						9/10				5/6	29	
Word Introduction		19/20	23		14	9/10			3			29/30
Word Intermediate			22					19/20	30		13	
Word Advanced			25					11/12				16/17

	Jul 2022	Jul Virtual	Aug 2022	Aug Virtual	Sep 2022	Sep Virtual	Oct 2022	Oct Virtual	Nov 2022	Nov Virtual	Dec 2022	Dec Virtual
RED = Glasgow												
BLACK = Edinburgh												
GREEN = Virtual												
Adobe Illustrator		TBC						TBC				
Adobe InDesign				TBC						TBC		
Adobe Photoshop						TBC						TBC
Excel Introduction	6		2	24/25	28	28/29	17	27/28		17/18	9	15/16
Excel Intermediate	18		8	17/18	12		11	20/21	2	9/10	12	19/20
Excel Advanced	25			24/25	15	8/9	10			9/10	12	
MS Project Introduction								27/28				
MS Project Complete						27/28/29	4/5		29/30			
MS Visio								20/21				
PowerPoint Introduction		19/20	24		16					17/18		
PowerPoint Inter/Advanced					5						5	
Word Introduction			5			26/27			2			
Word Intermediate				17/18			18		28			15/16
Word Advanced	26		8			8/9			7		7	19/20