

Course Schedule: Early 2011

Courses	Timing	Module	Date	
<p>All in house courses listed in this top section are full time courses. Most courses last one full week except where indicated otherwise.</p> <p>Additional training like typing and MS Office subjects and Legal secretarial practicals will take place on flexi-time In addition to the hours of the main course listed here</p>	<p>Mon-Fri 11:00 to 16:00</p> <p>Mon-Fri 11:00 to 16:00</p> <p>Mon-Fri 11:00 to 16:00</p> <p>Mon-Fri 11:00 to 16:00</p> <p>Monday 11:00 to 16:00</p> <p>Weds-Thursday 10:00 to 17:00</p>	<p>Law Courses</p> <p>Business Admin</p> <p>Bookkeeping</p> <p>Secretary/PA</p> <p>Minute taking</p> <p>Executive PA workshop (for experienced PAs)</p> <p>Executive PA Course (training for Exec PA position)</p> <p>Secretary and or Receptionist foundation</p> <p>Secretary/PA</p> <p>Legal Secretary Course</p> <p>Business Admin</p> <p>Business English Intense</p> <p>Secretary/PA</p> <p>Executive PA Course (training for Exec PA position)</p>	<p>31 Jan</p> <p>7 Feb</p> <p>14 Feb</p> <p>21 Feb</p> <p>28 Feb</p> <p>2 Mar</p> <p>7 Mar</p> <p>10 Mar</p> <p>14 Mar</p> <p>21 Mar</p> <p>28 Mar</p> <p>4 Apr</p> <p>11 Apr</p> <p>18 Apr</p>	
	Contact Us for Other Dates			
	<p>Weekday Evenings</p> <p>Additional training like typing and MS Office subjects will take place on flexi-time In addition to the hours of the main course listed here</p>	<p>Mondays and Wednesdays</p> <p>5 weeks 6:15 - 8:15pm</p>	<p>Secretary/PA</p> <p>(Not including Bank holiday 30 May)</p>	<p>9 May</p>
		<p>Tuesday and Thursday (18:15 to 20:15 in early stages) 4 to 6 month programme. Some home based work is possible with tutor sessions at the centre.</p>	<p>ILEX Legal Secretary 2 Certificate</p> <p>ILEX Legal Secretary 3 Certificate</p>	<p>15 Feb</p> <p>24 Feb</p>
		<p>Tuesday/ Thurs evenings (18:15 to 20:45) Over 5 weeks</p>	<p>Business English intermediate (IELTS 5.5+)</p>	<p>8 Mar</p>
		<p>Thursday evenings (18:20 to 20:50) Over 10 weeks</p>	<p>Business English advanced (IELTS 8)</p>	<p>3 Feb</p>
	<p>Saturday</p> <p>Additional training like typing and MS Office subjects will take place on flexi-time In addition to the hours of the main course listed here</p>	<p>5 weeks</p> <p>10.00 – 14.00</p>	<p>Secretary/PA</p>	<p>19 Feb</p>