

### Course Schedule:

Autumn 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>	Thurs and Fri 11:00 to 16:00 Then 28 days flexi-time	Secretary and or Receptionist foundation	1 Sep
	Weds and Thurs 10:00 to 17:00	Executive PA workshop (for experienced PAs)	21 Sep
	Mon-Fri 11:00 to 16:00	Secretary/PA	26 Sep
	Tuesday to Thurs 09:30 to 17:00	Advanced Personal Performance	27 Sep
	Monday to Weds 10:00 to 17:00	Executive PA Course (training up to Exec PA)	3 Oct
	Mon-Fri 11:00 to 16:00	Business Administration	10 Oct
	Mon-Fri 11:00 to 16:00	Bus Finance Foundation/ Bookkeeping	17 Oct
	Mon-Fri 11:00 to 16:00 two weeks (second week remote training if needed)	Legal Secretary/PA	24 Oct
	Mon-Fri 11:00 to 16:00	Secretary/PA	31 Oct
	Monday only 11:00 to 16:00	Minute taking	1 Nov
Tues to Fri 11:00 to 16:00	Law courses	1 Nov	
<b>Weekday Evenings</b> 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	Mondays and Wednesdays 5 weeks 6:15 - 8:15pm	Secretary/PA	1 Oct
<p>Additional training like typing and MS Office subjects will take place on flexi-time In addition to the hours of the main course</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.	ILEX Legal Secretary 2 Certificate	18 Sep
		ILEX Legal Secretary 3 Certificate	25 Sep
	Tuesday eves 18:15 to 20:45 for 10 weeks	Business English	4 Oct
<b>Saturday</b>	5 week course 10:00 to 14:00	Secretary/PA	24 Sep
	10 weeks 14:00 to 18:00	Legal Secretary/PA	24 Sep

**Contact Us for Other Dates**