

### Course Schedule:

Summer 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 only 11:00 to 16:00 Tues and Wed 11:00 to 16:00 Then 28 days flexi-time Mon-Fri 11:00 to 16:00 two weeks (second week remote training if needed) Mon-Fri 11:00 to 16:00 Mon to Wed 10:00 to 17:00</p>	<p>Minute taking Secretary and or Receptionist foundation Legal Secretary/PA two weeks</p>	<p>1 Jun 2 Jun 6 Jun</p>	
	<p>Thursday to Friday 10:00 to 17:00</p>	<p>Secretary/PA Executive PA Course (training up to Exec PA) Executive PA workshop (for experienced PAs)</p>	<p>13 Jun 20 Jun 23 Jun</p>	
	<p>Mon-Fri 11:00 to 16:00 Mon-Fri 11:00 to 16:00 Mon-Fri 11:00 to 16:00 Mon-Fri 11:00 to 16:00 Mon-Fri 11:00 to 16:00 two weeks (second week remote training if needed) Mon to Weds 10:00 to 17:00</p>	<p>Business Administration Bus Finance Foundation/ Bookkeeping Secretary/PA Legal Secretary/PA</p>	<p>4 Jul 11 Jul 18 Jul 25 Jul</p>	
	<p>Mon-Fri 11:00 to 16:00 Mon-Fri 11:00 to 16:00 Mon-Fri 11:00 to 16:00 two weeks (second week remote training if needed) Mon to Weds 10:00 to 17:00</p>	<p>Executive PA Course (training up to Exec PA)</p>	<p>1 Aug</p>	
	<p>Mon-Fri 11:00 to 16:00 Mon-Fri 11:00 to 16:00 Mon-Fri 11:00 to 16:00 two weeks (second week remote training if needed)</p>	<p>Law courses Secretary/PA Legal Secretary/PA</p>	<p>8 Aug 15 Aug 22 Aug</p>	
	<b>Contact Us for Other Dates</b>			
	<p><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</p>	<p>Mondays and Wednesdays 5 weeks 6:15 - 8:15pm</p>	<p>Secretary/PA</p>	<p>27 Jun</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</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 ILEX Legal Secretary 3 Certificate</p>	<p>21 Jun 28 Jun</p>
		<p>Tuesday eves 18:15 to 20:45 for 10 weeks</p>	<p>Business English intermediate</p>	<p>10 May</p>
	<b>Saturday</b>	<p>5 week course 10:00 to 14:00</p>	<p>Secretary/PA</p>	<p>2 Jul</p>
		<p>5 weeks 14:00 to 18:00 then 5 weeks flexi</p>	<p>Legal Secretary/PA</p>	<p>2 Jul</p>