

### 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>	Mon-Fri 11:00 to 16:00	Secretary/PA	14 Mar
	Mon-Fri 11:00 to 16:00	Legal Secretary Course	21 Mar
	Mon-Fri 11:00 to 16:00	Business Admin	28 Mar
	Mon-Fri 11:00 to 16:00	Law courses	4 Apr
	Mon-Fri 11:00 to 16:00	Secretary/PA	11 Apr
	Mon to Wed 10:00 to 17:00	Executive PA Course (training up to Exec PA)	18 Apr
	Tues and Wed 11:00 to 16:00 Then 28 days flexi-time	Secretary and or Receptionist foundation	3 May
	Thursday to Friday 10:00 to 17:00	Executive PA workshop (for experienced PAs)	5 May
	Mon-Fri 11:00 to 16:00	Finance Foundation/ Bookkeeping	9 May
	Mon-Fri 11:00 to 16:00	Secretary/PA	16 May
Mon-Fri 11:00 to 16:00 (start week)	ILEX Legal Sec 2 and 3	23 May	
Mon-Fri 11:00 to 16:00	Business Administration	23 May	
<b>Contact Us for Other Dates</b>			
<p><b>Weekday Evenings</b></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>	9 May
	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	15 Mar
		ILEX Legal Secretary 3 Certificate	22 Mar
	Tuesday eves 18:15 to 20:45	Business English intermediate	10 May
<p><b>Saturday</b></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>4 weeks 26 Mar to 16 Apr 10.00 – 14.00</p> <p>Then one final day after Easter/Royal Wedding on 7<sup>th</sup> May 10:00 to 14:00</p> <p>5 weeks 10:00 to 14:00</p>	<p>Secretary/PA</p> <p>Secretary/PA</p>	<p>26 Mar</p> <p>14 May</p>
<p><b>Saturday</b></p>	<p>4 weeks 26 Mar to 16 Apr 14:00 – 18.00</p> <p>Then one final day after Easter/Royal Wedding on 7<sup>th</sup> May 14:00 to 18:00</p>	Legal Secretary Course	26 Mar