

### Course Schedule:

Later 2010

Courses	Timing	Module	Date
<b>Weekday</b>  2010	See course information www.souters.co.uk	<b>Beginner Office Skills</b>	<b>Flexi start call to arrange</b>
All in house courses listed in this top section are full time courses. Most courses last one full week except where indicated otherwise.  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	Mon-Tu 11:00 to 16:00 then flexi hrs	Secretary Beginner	13 Sep
	Thurs-Fri 10:00 to 17:00	Executive PA	16 Sep
	Mon-Fri 11:00 to 16:00	Secretary/PA	20 Sep
	Mon-Fri 11:00 to 16:00	Legal Secretary Course	27 Sep
	Mon-Fri 11:00 to 16:00	Law Courses	4 Oct
	Mon-Fri 11:00 to 16:00	Business Admin	11 Oct
	Mon-Fri 11:00 to 16:00	Bookkeeping	18 Oct
	Mon-Fri 11:00 to 16:00	Secretary/PA	25 Oct
	Tues-Weds 11:00 to 16:00	Receptionist Course	2 Nov
	Thurs-Fri 11:00 to 16:00	Minute taking	4 Nov
Mon-Fri 11:00 to 16:00	Conveyancing	8 Nov	
<b>Contact Us for Other Dates</b>			
<b>Weekday Evenings</b>	Mondays and Wednesdays  5 weeks 6:15 - 8:15pm	Secretary/PA	27 Sep
	4 to 6 month programme. Schedule will be arranged flexi basis on course students Tuesdays only 6.10-8.40 10 weeks Tuesdays only 6.10-8.40 Thursdays only 6.10-8.40 10 weeks	ILEX Legal Secretary 2 Diploma	14 Sep
		ILEX Legal Secretary 3 Diploma	16 Sep
		Business English Intermediate	21 Sep
		Web design	23 Sep
		Business English Advanced	30 Sep
<b>Saturday</b>	5 weeks 10.00 – 14.00	<b>Secretary/PA (FULL)</b>	<b>11 Sep</b>
		Secretary/PA	16 Oct
<b>Saturday</b>	5 wks 13.30– 17.30 then 3wks flexi-time	Legal Secretary Course	11 Sep
		Legal Secretary Course	16 Oct