

Part-Time

Secretary PA	28-Oct	Saturdays (10:00 - 14:00)	5 Saturdays
Secretary PA	20-Jan	Saturdays (10:00 - 14:00)	5 Saturdays
Law courses	Flexi dates		

2017 latest plus 2018 early

Module	Start Date	Times	Duration
SECRETARY PA, OFFICE MANAGER AND ADMINISTRATION COURSES			
Secretary PA	2018 15-Jan	Mon - Fri (11:00 - 16:00)	1 week
	15-Jan	Mon - Wed (11:00 - 16:00)	3 days
	12-Feb	Mon - Fri (11:00 - 16:00)	1 week
	12-Feb	Mon - Wed (11:00 - 16:00)	3 days
Executive PA	22-Jan	Mon - Wed (10:30 - 17:00)	3 days
	19-Feb	Mon - Wed (10:30 - 17:00)	3 days
Administration	29-Jan	Mon - Wed (10:30 - 16:30)	3 days
	2018 05-Mar	Mon - Wed (10:30 - 16:30)	3 days
Office Manager	29-Jan	Mon - Fri (10:30 - 16:30)	5 days
	2018 05-Mar	Mon - Fri (10:30 - 16:30)	5 days
Legal Secretary Course-CPD accredited	26-Feb	Mon - Fri (11:00 - 16:00)	5 days
Intro to Secretarial Careers	07-Dec	Thur-Fri (11:00-16:00)	2 days + 28 days flexi
Intro to Admin Careers	07-Dec	Thur-Fri (11:00-16:00)	2 days + 28 days flexi
Minute Taking	17-Nov	Fri (10:30 - 16:30)	1 day
Professional Receptionist	05-Dec	Tues (10:30 - 16:30)	1 day
Executive PA Advanced Personal Effectiveness	25-Jan	Thurs (10:30 to 16:30)	1 day
Executive PA Advanced Comm/Negotiation	26-Jan	Fri (10:30 to 16:30)	1 day
Project Management for PA's and OM's	15-Nov	Weds-Thurs (10:30 to 16:30)	1 and 2 day versions
Social Media for PAs and Office Managers	04-Dec	Mon (10:30 to 16:00)	1 day

SUPPLEMENTARY SKILLS

Business Writing	21-Nov	Tues (11:00 to 16:00)	1 day plus practice
Report Writing	23-Nov	Thurs (10:30 - 16:30)	1 day
Speedwriting	09-Feb	Fri (10:30 - 16:30)	1 day
Excel one day Proficiency Course	Call centre		1 day
Touch typing tutor led class	14-Nov	Tues (10:30 to 16:30)	1 day intro+3 months

BOOKKEEPING AND FINANCE SKILLS

Bookkeeping	04-Dec	Mon-Tues (10:30 - 16:30)	2 days
Finance for non financial managers	06-Dec	Weds-Thur (10:30 - 16:00)	2 Days
Budgeting	07-Nov	Tues (10:30 - 16:30)	1 day
Start your own business	20-Oct	Fri (10:30 to 16:00)	1 day
AAT Lev 1 Book-keeping	27-Nov	Mon-Fri (10:30 - 16:30)	5 days
AAT Level 2 Bookkeeping	09-Oct	Mon-Fri (10:30 - 16:30)	5 days
AAT Level 2 Bookkeeping	24-Jan	Wednesdays (18:15-20:15)	8-10 weeks (Evening)
ICB Level 2 Bookkeeping	23-Jan	Tuesdays (18:15 - 20:15)	12 weeks (Evening)

SPECIALIST COURSES

Virtual Assistant	20-Oct	Fri (10:30 to 16:00)	1 day
Intro to Human Resources Management	30-Nov	Thur (10:30 to 16:30)	1 day
HR Assistant	30-Nov	Thur-Fri (10:30 to 16:30)	2 days
Business English workshop	15-Nov	Weds-Thur (10:30 to 16:30)	2 days
Intro to Event Management	13-Nov	Mon (10:30 to 16:30)	1 day
Events Assistant	13-Nov	Mon-Tues (10:30 to 16:30)	2 days
Medical Administrator/terminology	06-Dec	Weds-Fri (10:30 to 16:30)	1 day Term/3 day Admin
Intro to Project Management	15-Nov	Weds (10:30 - 16:30)	1 day
Project Assistant	15-Nov	Weds-Thurs (10:30 to 16:30)	2 day
Social Media	04-Dec	Fri (10:30 to 16:00)	1 day
Diplomacy & Protocol	17-Nov	Fri (10:00 to 16:00)	1 day

FLEXIBLE

Module	Start Date	Times	Duration
Microsoft Office Training	Any Date	Flexible	3 months
AAT Lev 1 Computerised A/c	Any Date	Flexible	6 weeks
Typing Course or Audio Course	Any Date	Flexible	1 month
Bespoke Microsoft Office Training	Any Date	Flexible	Variable to suit learner
Beginner Office Skills	Any Date	Flexible	1 month

ANY FURTHER COURSE DATES CAN BE FOUND BY CONTACTING OUR OFFICE. FOR BESPOKE COURSES PLEASE CONTACT OUR OFFICE, DETAILS ABOVE.