

Part-Time 2017

Module	Start Date	Times	Duration
Secretary PA	03-Oct	Evenings 18:15 to 20:15	10 weeks (Evening)
Secretary PA	28-Oct	Saturdays (10:00 - 14:00)	5 weeks
Law courses	Flexi dates		

2017 later

Module	Start Date	Times	Duration
SECRETARY PA, OFFICE MANAGER AND ADMINISTRATION COURSES			
Secretary PA	20-Nov	Mon - Fri (11:00 - 16:00)	1 week
	20-Nov	Mon - Wed (11:00 - 16:00)	3 days
	15-Jan	Mon - Fri (11:00 - 16:00)	1 week
	15-Jan	Mon - Wed (11:00 - 16:00)	3 days
Executive PA	30-Oct	Mon - Wed (10:30 - 17:00)	3 days
	27-Nov	Mon - Wed (10:30 - 17:00)	3 days
Administration	06-Nov	Mon - Wed (10:30 - 16:30)	3 days
	29-Jan 2018	Mon - Wed (10:30 - 16:30)	3 days
Office Manager	06-Nov	Mon - Fri (10:30 - 16:30)	5 days
	29-Jan 2018	Mon - Fri (10:30 - 16:30)	5 days
Legal Secretary Course-CPD accredited	16-Oct	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	21-Sep	Thur (10:30 - 16:30)	1 day
Professional Receptionist	30-Oct	Mon (10:30 - 16:30)	1 day
Executive PA Advanced Personal Effectiveness	21-Sep	Thurs (10:30 to 16:30)	1 day
Executive PA Advanced Comm/Negotiation	22-Sep	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	06-Oct	Fri (10:30 to 16:00)	1 day

SUPPLEMENTARY SKILLS

Business Writing	24-Oct	Tues (11:00 to 16:00)	1 day plus practice
Report Writing	02-Oct	Mon (10:30 - 16:30)	1 day
Speedwriting	03-Oct	Tues (10:30 - 16:30)	1 day
Excel one day Proficiency Course	22-Sep	Fri (10:30-16:30)	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	16-Oct	Mon-Tues (10:30 - 16:30)	2 days
Finance for non financial managers	18-Oct	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	25-Sep	Mondays (18:15-20:15)	6-8 weeks (Evenings)
AAT Lev 1 Book-keeping	11-Sep	Mon-Fri (10:30 - 16:30)	5 days
AAT skills to run small business	On application		
AAT Level 2 Bookkeeping	09-Oct	Mon-Fri (10:30 - 16:30)	5 days
AAT Level 2 Bookkeeping	27-Sep	Wednesdays (18:15-20:15)	8 weeks (Evening)
ICB Level 2 Bookkeeping	26-Sep	Tuesdays (18:15 - 20:15)	10 weeks (Evening)

SPECIALIST COURSES

Virtual Assistant	20-Oct	Fri (10:30 to 16:00)	1 day
Intro to Human Resources Management	09-Oct	Mon (10:30 to 16:30)	1 day
HR Assistant	09-Oct	Mon-Tues (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	02-Oct	Mon (10:30 to 16:30)	1 day
Events Assistant	02-Oct	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	06-Oct	Fri (10:30 to 16:00)	1 day
Diplomacy & Protocol	06-Oct	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.