

### Course Schedule: Early 2012

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	Bus Finance Foundation/ Bookkeeping	6 Feb
	Mon-Tues 11:00 to 16:00	Professional Receptionist	13 Feb
	Weds only 11:00 to 16:00	Minute taking	15 Feb
	Thurs and Fri 11:00 to 16:00	Secretary and or Receptionist foundation	16 Feb
	Then 28 days flexi-time IT and typing	Law courses	20 Feb
	Mon-Fri 11:00 to 16:00	Secretary/PA	27 Feb
	Mon-Fri 11:00 to 16:00 two weeks (second week remote training if needed)	Legal PA	5 Mar
	Mon-Fri 11:00 to 16:00	Business Administration	12 Mar
	Mon-Fri 11:00 to 16:00 Mon to Weds 10:00 to 17:00	Secretary/PA Executive PA Course (training up to Exec PA)	19 Mar 26 Mar
Tues-Weds 10:00 to 17:00	Executive PA workshop (for experienced PAs)	27 Mar	
Tuesday to Thurs 09:30 to 17:00	Advanced Personal Performance	17 Apr	
<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	Mondays and Wednesdays 5 weeks 6:15 - 8:15pm	Secretary/PA	13 Feb
<b>Contact Us for Other Dates</b>			
Additional training like typing and MS Office subjects will take place on flexi-time In addition to the hours of the main course	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 ILEX Legal Secretary 3	14 Feb 14 Feb
<b>Saturday</b>	5 week course 10:00 to 14:00	Secretary/PA course	25 Feb
	5 week course 10:00 to 14:00	Secretary/PA course	14 Apr
	10 week course 14:00 to 18:00	Legal Secretary/PA	14 Apr