

Course Schedule:

Autumn 2010

Courses	Timing	Module	Date
Weekday	See course information www.souters.co.uk	Beginner Office Skills	Flexi start call to arrange
2010	Mon-Fri 11:00 to 16:00	Secretary/PA	26 July
	Mon-Fri 11:00 to 16:00	Legal Secretary Course	2 Aug
	Mon-Tues 11:00 to 16:00	Minute taking	9 Aug
	Weds-Fri 10:00 to 17:00	Law Courses	11 Aug
	Mon-Fri 11:00 to 16:00	Secretary/PA	23 Aug
	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
Weekday Evenings	Mondays and Wednesdays 5 weeks 6:15 - 8:15pm	Secretary/PA	27 Sep
	Contact Us for Other Dates		
	4 to 6 month programme. Schedule will be arranged flexi basis on course students Tuesdays only 6.10-8.40 10 weeks	ILEX Legal Secretary 2 Diploma	14 Sep
	Tuesdays only 6.10-8.40 10 weeks	ILEX Legal Secretary 3 Diploma	16 Sep
	Thursdays only 6.10-8.40 10 weeks	Business English Intermediate	21 Sep
		Web design	23 Sep
		Business English Advanced	30 Sep
Saturday	5 weeks 10.00 – 14.00	Secretary/PA	11 Sep
Saturday	5 wks 13.30– 17.30 then 3wks flexi-time	Legal Secretary Course	11 Sep