

LEGAL SECRETARY – CRIMINAL LAW

Designed for:	Individuals wishing to pursue a career as a Legal Secretary
Pre-requisites:	Comprehensive end-user knowledge of Microsoft Word, competent keyboarding (at least 40 wpm), good letter layout and office practice skills
Objectives:	To give an introduction to the work, responsibilities, practice and structure of a Criminal Law Department in a legal office.

Course Content:

- ◆ Lesson 1: Initial Stages in a Criminal Law case, Different Categories of Offence, Attendance notes
- ◆ Lesson 2: Statements of Accused, Preparing an Information
- ◆ Lesson 3: Witness Statements, Instructions to Counsel
- ◆ Lesson 4: Dealing with Offenders, Legal Aid Claim Forms, Preparing an Invoice

Features:

- ◆ Structured modular approach to make learning easy
- ◆ Practical exercises to consolidate knowledge gained

Benefits:

- ◆ Develop an awareness of the workings and structure of a Criminal Law Department
- ◆ The flexibility and value of a self-study module designed to enable you to work at your own pace
- ◆ A personalised workbook to use as a reference guide on completion of the module
- ◆ The opportunity to gain the widely recognised Pitman Training certification

Duration: 7hrs

What Next?

Further Legal Secretarial Modules
Audio Transcription
Teeline Shorthand

Pitman Training Centre
Warnford Court
29 Throgmorton Street
London EC2N 2LT

☎ +44 020 7256 6668
Fax +44 020 7256 7273
www.pitmanlondon.co.uk
courses@pitmanlondon.co.uk



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