Boost your career prospects with a Pitman Training

Legal Secretarial Diploma Programme

Designed for: People who seek a high status career as a legal secretary.

Objectives: To provide you with the essential skills, knowledge and confidence you'll need to succeed in this fast-moving, exciting career.

Core Subjects:

Computer Keyboard Skills
Keyboard Speed Development
Audio Transcription 1
Microsoft Word Proficient & Expert
Microsoft Excel Proficient
Microsoft Outlook
Microsoft PowerPoint
Legal Secretary – An Introduction

Plus, at least two subjects from:

Conveyancing
Wills & Probate
Family Law
Criminal Law
Civil Litigation
Company Law

Recommended Electives – Choose One:

Excel Expert
Audio Transcription 2
Meetings & Minutes Seminar

Guideline Learning Time:

You can complete this programme in as little as 12 weeks or take up to 1 year, full-time, part-time, evenings or Saturdays.

As all our diploma programmes offer a high degree of tailorability, prices and duration are calculated for the specific needs of each student, based on exemptions for their existing skills and their choices of electives.

pitman training

For more information or to arrange an appointment with a Course Advisor, please call **020 7025 4700 for High Holborn, 020 7792 5214 for Notting Hill** or visit **www.holborntraining.co.uk**