

# Pitman Training Legal Secretary Diploma



## Core Subjects

### Computer Keyboard Skills

Learn how to touch type accurately to between 15-20 wpm using the correct keyboard technique. This may help to reduce the risk of RSI. (Repetitive Strain Injury). This course may be taken online or at the centre.

### Keyboard Speed Development

Develop your typing speed to improve productivity using graded copying exercises and timed dictations. A number of stages are available taking you to up to a speed of 70 wpm.

### Effective Business Communication

Learn how to communicate effectively in business, by letter, email, telephone and by presentation. This course covers the correct use of grammar, punctuation, principles of letter writing and CV writing.

OR

### Business Document Production

Develop skills and understanding of routine and complex business documents and the conventions used in their production and presentation.

### Legal Secretarial- An Introduction

Gain an introduction to the work responsibilities, practice and structure of a legal office including rules and guidelines, terminology, legal personnel, court system and documentation covering different legal specialisms.

### Legal Secretarial Modules - TWO of your choice

Discuss the options (see Elective Subjects) available with your course advisor

### Microsoft Word Proficient

Learn word processing skills to a good business standard. This will enable you to create professional looking documents, produce tables, insert pictures and much more.

### Microsoft Word Expert

Learn advanced word processing skills including mail merge, creating graphs, creating and running macros, creating an index, table of contents and more.

### Microsoft Excel Proficient

Learn spreadsheets to a good business standard. This course will enable you to create a spreadsheet, enter data, use formulas and functions, create charts and much more.

## Guideline Learning Time

8 weeks full time or 220 hours flexi study



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### Microsoft Outlook

Learn how to share, manage and schedule information electronically. This course covers the use of email, electronic calendars, scheduling meetings and appointments, creating and assigning tasks, creating address lists.

### Microsoft Power Point

Gain competency in creating slide presentations. Areas covered include formatting, inserting tables, pictures, sound and hyperlinks; applying transition and timing effects.

### Audio Transcription

Learn audio typing techniques to produce business documents to a high degree of accuracy and skill.

## Elective Subjects - Choose ONE

### Legal Secretarial

- Conveyancing
- Wills & Probate
- Criminal Law
- Company Law
- Family law

### Computer Skills

- Introduction to Computers
- Create Manage and Integrate Files
- Internet Skills

### Microsoft Office

- MS Access
- PowerPoint
- Office 2007 Fast Modules 1-3
- Modules 4-6

### Personal Development

- Go..... Make a Difference
- Health & Safety Essentials

### Internet Skills

- Introduction to Computers
- Create, Manage and Integrate files

## Further Enhancements

OCR examinations as appropriate

