



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.*



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.holborntesting.co.uk](http://www.holborntesting.co.uk)