

Legal Secretarial Diploma

Designed for: Individuals who wish to gain essential office and computer skills to become a legal secretary.

Objectives: To provide you with the essential skills to start a career as a legal secretary with confidence.

Course Content

Core Subjects

- **Computer Keyboard Skills** – Learn how to touch type accurately, using the correct keyboard technique.
 - **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 up to a speed of 70 wpm.
 - **Effective Business Communication** – Learn to communicate effectively in business – by letter, email, telephone and personal presentations.
- OR**
- **Business Document Production** – Develop skills and understanding of routine and complex business documents.
 - **Audio Transcription** – Learn to type from audio dictation using a variety of correspondence e.g. memos, reports and letters.
 - **Microsoft Word** – Learn word processing skills to a good business standard.
 - **Microsoft Word Expert** – Learn advanced word processing skills including mail merge, graphs, macros, creating an index, table of contents and more.
 - **Microsoft Excel** – Learn spreadsheet skills to a good business standard.
 - **Microsoft PowerPoint** – Gain competency in creating slide presentations. Areas covered include formatting, inserting tables, pictures, sound, hyperlinks, and applying transition and timing effects to a slide show.
 - **Microsoft Outlook** – Learn how to share, manage and schedule information electronically.
 - **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, the court system and documentation covering different legal specialisations.
 - **Legal Secretarial Modules** – TWO of your choice. Discuss the options (see Elective Subjects) available with your course advisor.

Recommended Electives – choose ONE:

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| • Introduction to Computers | • Legal Secretarial – Conveyancing |
| • Create, Manage and Integrate Files | • Legal Secretarial – Wills & Probate |
| • Internet Skills | • Legal Secretarial – Criminal Law |
| • Microsoft Access | • Legal Secretarial – Company Law |
| • Office 2007 Fast (Modules 1-3) | • Legal Secretarial – Family Law |
| • Office 2007 Fast (Modules 4-6) | • Legal Secretarial – Civil Litigation |
| • Health and Safety Essentials | • OCR examinations (participating centres only) |
| • Go–Make a Difference! | |

The above are recommended electives for this Diploma. Alternative subjects may be chosen. Please discuss the options with your Course Advisor.

Benefits

- Equip you to start a new career
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- Personalised workbooks to use as a reference guide on completion of your training
- The opportunity to gain a Pitman Training Diploma that is recognised nationally and internationally by employers

Guideline Learning Time: 7 weeks full-time* (200 hours flexi study) * based on 20-30 hours a week