

CERTIFICATE IN LEGAL SECRETARIAL STUDIES

FEBRUARY 2009 TIMETABLE

WEEK	DATE	TIME	LECTURE
1	Monday, 9 February	6 pm – 7.15 pm	Word Processing
		7.30 pm – 9 pm	Working in the Legal Environment
2	Monday, 16 February	6 pm – 7.15 pm	Word Processing
		7.30 pm – 9 pm	Working in the Legal Environment
3	Monday, 23 February	6 pm – 7.15 pm	Word Processing
		7.30 pm – 9 pm	Working in the Legal Environment
4	Monday, 2 March	6 pm – 7.15 pm	Word Processing
		7.30 pm – 9 pm	Working in the Legal Environment
5	Monday, 9 March	6 pm – 7.15 pm	Word Processing
		7.30 pm – 9 pm	Working in the Legal Environment
READING WEEK			
6	Monday, 23 March	6 pm – 7.15 pm	Word Processing
		7.30 pm – 9 pm	Working in the Legal Environment
7	Monday, 30 March	6 pm – 7.15 pm	Word Processing
		7.30 pm – 9 pm	Working in the Legal Environment
8	Monday, 6 April	6 pm – 7.15 pm	Word Processing
		7.30 pm – 9 pm	Working in the Legal Environment
READING WEEK			
9	Monday, 20 April	6 pm – 7.15 pm	Word Processing
		7.30 pm – 9 pm	Working in the Legal Environment
10	Monday, 27 April	6 pm – 7.15 pm	Word Processing
		7.30 pm – 9 pm	Working in the Legal Environment
11	Monday, 4 May	6 pm – 7.15 pm	Word Processing
		7.30 pm – 9 pm	Working in the Legal Environment
12	Monday, 11 May	6 pm – 7.15 pm	Word Processing
		7.30 pm – 9 pm	Working in the Legal Environment
13	Monday, 18 May	6 pm – 7.15 pm	Word Processing
		7.30 pm – 9 pm	Working in the Legal Environment
14	Monday, 25 May	6 pm – 7.15 pm	Word Processing
		7.30 pm – 9 pm	Working in the Legal Environment