



THE INSTITUTE OF LEGAL SECRETARIES AND PAs

COURSE FEES

Legal Secretaries Diploma Course

Our Legal Secretaries Diploma course is very comprehensive including seven different areas of law. The qualification will help you to obtain employment or advance your career.

- Evening Class: £595
- Distance Learning: £495

Typing Skills Course

We provide a complete online typing skills course including beginner, intermediate, advanced and speciality lessons to help typists of all levels. This course is designed to teach touch typing and maximise your typing speed.

- £100

Microsoft Office Courses

Learn Microsoft Office 2007 at your own pace and become a Microsoft Application Specialist. Microsoft Office Self-Start Learning Kits provide everything you need to learn about Word, Excel or Outlook

- £120 each

Single Subject Legal Courses

Our Single Subject courses are suitable if you would like to specialise in one area of law, if you have a specific interest or are working in a certain department. The areas are available through two levels:

- Foundation level: £200 each
- Advanced level: £300 each

Discounted Packages

If you would like to enrol on more than one course we offer the following discounted packages:

- Evening Class & Typing Skills: £675 (£20 discount)
- Distance Learning & Typing Skills: £575 (£20 discount)

- Evening Class & Typing & Three Microsoft Office Courses: £1000 (£55 discount)
- Distance Learning & Typing & Three Microsoft Office Courses: £900 (£55 discount)

- Three Microsoft Office Courses: £330 (£30 discount)
- Typing & Three Microsoft Office Courses: £410 (£50 discount)

Instalment Plans

You can pay for any of our courses by instalments and we do not charge interest:

- Evening Class: £100 followed by three monthly instalments of £165
- Evening Class & Typing Skills: £100 followed by three monthly instalments of £191.66
- Evening Class & Typing & Three Microsoft Office Courses: £200 followed by three monthly instalments of £266.66

- Distance Learning: £100 followed by three monthly instalments of £131.67
- Distance Learning & Typing Skills: £100 followed by three monthly instalments of £158
- Distance Learning & Typing Skills & Three Microsoft Office Courses: £200 followed by three monthly instalments of £233.33

- Single Subject Foundation level: £100 followed by two monthly instalments of £50
- Single Subject Advanced level: £100 followed by four monthly instalments of £50

Course Enrolment

You can enrol using the following methods:

- Enrol online and make a payment in full via debit/credit card or Paypal
- Download an enrolment form and send it to the Institute including your payment in full or by instalments
- Telephone the Institute to make a payment via debit/credit card in full or by instalments