

### OCR (RSA) Level 1 (Text Processing Award)

## BASIC COURSES USING MICROSOFT OFFICE

This course is suitable for beginners

Title	Content (see table below)	Code	Hours	Cost
Text Processing Award	Mandatory unit plus 1 optional unit	0/3974/0	30	£90*
Text Processing Certificate	Mandatory unit plus 3 optional units	0/3975/0	60	£180*

Mandatory unit	Learning Outcomes
	<i>You will be able to...</i>
Text Production	...produce, from hand-written draft material, a range of business documents to a standard that meets the requirements of employment.

Optional units	Learning Outcomes
	<i>You will be able to...</i>
Audio-Transcription	...produce, from recorded speech, a range of business documents to a standard that meets the requirements of employment.
Business Presentations	...produce, from handwritten and typewritten drafts and from recalled material, a range of routine printed presentations, to a standard that meets the requirements of employment.
Legal Text Processing	...produce, from handwritten and typewritten draft material, a variety of routine legal documents to a standard that meets the requirements of employment.
Mail Merge	...create, amend and print datafiles and standard documents and print selected merge documents using merge facilities to a standard that meets the requirements of employment.
Word Processing	...produce, from hand-written and typewritten draft material and recalled text, using a word processor, routine business documents to a standard that meets the requirements of employment.

- ❖ These courses are workshop based with tutor support
- ❖ The courses are offered throughout the week, please ask for further information
- ❖ These courses may be **FREE** to those on certain benefits—please ask
- ❖ \*Please note exam fees are included in the cost

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If you are interested in one of these workshop courses please contact us for further information