

### INTERMEDIATE COURSES USING MICROSOFT OFFICE

Title	Content (see table below)	Code	Hours	Cost
Text Processing Award	Mandatory unit plus 1 optional unit	0/3976/0	30	£120*
Text Processing Certificate	Mandatory unit plus 3 optional units	0/3977/0	60	£185**

Mandatory unit	Learning Outcomes <i>You will be able to...</i>
Text Production	...produce, from hand-written draft material, 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	...follow a design brief to produce a master slide. ...manipulate software to incorporate a range of material and to present material in different ways.
Document Presentation	...produce, using a range of complex word processing functions, from handwritten draft and recalled text, using a word processor, a variety of specialist business documents to a standard that meets the requirements of employment.
Mail Merge	...create, maintain and print datafiles and standard documents and print selected merged documents using merge facilities.
Medical Audio-Transcription	...produce, from recorded speech, business documents to a standard that meets the requirements of employment and demonstrate understanding of medical conventions.
Medical Word Processing	...produce, from hand-written and typewritten draft material, a range of business documents in a medical context to a standard that meets the requirements of employment and demonstrate understanding of medical conventions.
Word Processing	...produce, from hand-written and typewritten drafts and recalled text, using a word processor, specialist 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
- ❖ \*Additional exam fee of £28
- ❖ \*\*Additional exam fee of £56

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

