

## ADVANCED COURSES USING MICROSOFT OFFICE

Title	Content (see table below)	Code	Hours	Cost
Text Processing Award	Mandatory unit plus 1 optional unit	0/3978/0	30	£120*
Text Processing Certificate	Mandatory unit plus 3 optional units	0/3979/0	60	£185**

Mandatory unit	Learning Outcomes <i>You will be able to...</i>
Text Production	...produce, from hand-written and typewritten draft material and recalled text and supplementary information, using a word processor, a range of complex and/or specialist 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 complex business documents, without supervision, to a standard that meets the requirements of employment.
Document Presentation	...produce, from hand-written and typewritten draft material, recalled text and supplementary information, a range of complex and/or specialist business documents containing an element of design; incorporating a variety of column styles and fonts and to create diagrams and boxes to a standard that meets the requirements of employment.
Word Processing	...produce, from hand-written and typewritten draft material, recalled text and supplementary information, using a word processor, a variety of complex and/or 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
- ❖ These courses may be **FREE** to those on certain benefits—please ask
- ❖ \*Additional exam fee of £33
- ❖ \*\*Additional exam fee of £66

Tel:  
01274 327268

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

