

Secretarial Skills Diploma – Level 1

Designed for individuals who wish to gain secretarial skills, using Microsoft Office applications.

SYLLABUS INCLUDES:

Develop your keyboard skills

Master Audio Transcription techniques

Learn spreadsheet techniques

Learn word processing skills using Microsoft Word to Intermediate Level

Learn to create professional presentations using Microsoft PowerPoint

Prepare for 9 OCR subjects, as follows:

- Text Production Level 1
- Word Processing Level 1
- Audio Transcription Level 1
- Speed Keying Level 1
- Document Presentation Level 2
- Business Presentations Level 1
- Mailmerge Level 2
- Computer Keyboard Skills Level 1
- Legal Text Processing

DURATION

This course has an overall training content of 230 hours. Training sessions can be arranged during the day or during our late evenings.

FEATURES:

- Fast track training to give individuals a strong grounding in essential business skills
- Structured modular approach to make learning easy
- Practical exercises to consolidate knowledge gained
- The opportunity to gain a Diploma
- The flexibility and value of a self-study course designed to enable you to work at your own pace

All necessary workbooks are included in the cost of the training. A Diploma is issued upon successful completion of the course.

The use of multimedia-based training allows students to work at their own pace. Course duration may therefore vary.