

## Secretarial Skills Diploma – OCR Level 2

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

### SYLLABUS INCLUDES:

*Develop your keyboard skills*

*Master Audio Transcription Techniques*

*Learn word processing skills using Microsoft Word to Intermediate Level*

*Learn to create professional presentations using Microsoft PowerPoint*

*Prepare for 8 OCR subjects, as follows:*

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

### DURATION

This course has an overall training content of 250 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.*