

Secretarial Skills Diploma – OCR Level 3

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 Advanced Level

Gain a comprehensive knowledge of spreadsheets using Microsoft Excel

Learn to create professional presentations using Microsoft PowerPoint

Learn to use databases effectively using Microsoft Access

Prepare for 7 OCR subjects, as follows:

- Text Production Level 3
- Word Processing Level 3
- Audio Transcription Level 3
- Speed Keying Level 1
- Document Presentation Level 3
- Business Presentations Level 2
- Mailmerge Level 2

DURATION

This course has an overall training content of 175 hours.

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 flexible training methods allows students to work at their own pace. The course duration may therefore vary.