

Legal Secretarial Diploma – Level 2

Designed for Individuals who wish to gain comprehensive secretarial skills and put them into practice in a legal environment, using Microsoft Office applications. The student will also have the opportunity of gaining the OCR Text Processing Level 2 Diploma and thereby acquiring a nationally recognised qualification.

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 using Microsoft Access

Learn shorthand (optional)

Prepare for and take 7 OCR examinations

DURATION

This course has an overall training content of 260 hours (340 with shorthand). The actual duration will depend upon the learning time spent by the student each week. Usually this will be between 6 months and 12 months.

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 nationally recognised qualification
- The flexibility and value of a self-study course designed to enable you to work at your own pace

FEES:

£1,700 with shorthand, £1,500 without shorthand.

£175 will be deducted when the student uses an alternative OCR Approved Centre for the exams.

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