



Computer Keyboard Skills

Learn how to touch type accurately to between 15-20 wpm using the correct keyboard technique. This may help to reduce the risk of RSI. (Repetitive Strain Injury). This course may be taken online or at the centre.

Keyboard Speed Development

Develop your typing speed to improve productivity using graded copying exercises and timed dictations. A number of stages are available taking you to up to a speed of 70 wpm.

Effective Business Communication

Learn how to communicate effectively in business, by letter, email, telephone and by presentation. This course covers the correct use of grammar, punctuation, principles of letter writing and CV writing.

OR

Business Document Production

Develop skills and understanding of routine and complex business documents and the conventions used in their production and presentation.

Audio Transcription

Learn audio typing techniques to produce business documents to a high degree of accuracy and skill.

Microsoft Access

Develop database skills from initial design stage. Covers the creation of tables, reports, queries and forms, relationships, wizards and more.

Microsoft Word Proficient

Learn word processing skills to a good business standard. This will enable you to create professional looking documents, produce tables, insert pictures and much more.

Microsoft Word Expert

Learn advanced word processing skills including mail merge, creating graphs, creating and running macros, creating an index, table of contents and more.

Microsoft Excel Proficient

Learn spreadsheets to a good business standard. This course will enable you to create a spreadsheet, enter data, use formulas and functions, create charts and much more.

Microsoft Excel Expert

Learn advanced spreadsheet skills, covering such areas as importing and exporting data, creating and using templates, linking workbooks, data management, using analysis tools and pivot tables

Microsoft Outlook

Learn how to share, manage and schedule information electronically. This course covers the use of email, electronic calendars, scheduling meetings and appointments, creating and assigning tasks, creating address lists.

Microsoft Power Point

Gain competency in creating slide presentations. Areas covered include formatting, inserting tables, pictures, sound and hyperlinks; applying transition and timing effects.

GoMake a Difference

Learn how to make a difference can be made in your personal or professional life through self-development.

Guideline Learning Time

10 weeks full time or 320 hours flexi study

Optional

Teeline or Pitman 2000 shorthand

Microsoft Publisher

Learn desk top publishing skills to create various publications, inserting text, pictures, frames and tables.

Dreamweaver

Learn to create a website using the most popular industry standard web design programme, inserting text, images, adding backgrounds, creating links and anchors, creating tables and creating frame sets etc.

Introduction to HTML

Learn how to create a website using the programming language HTML (hyper text mark up language).

Numeric Data Entry

Learn correct and efficient use of the numeric keypad.

Basic Book- keeping

Gain a clear understanding of the basic principles of book keeping. Learn how to maintain a cash book, petty cash books and reconcile a bank statement.

Purchase Ledger

Become proficient at maintaining a manual sales ledger.

Sales Ledger

Become proficient at maintaining a manual sales budget.

Final Accounts 1

Learn the principles of double entry book keeping maintaining a nominal ledger and extracting a preliminary trial balance.

Final Accounts 2

Learn how to extend the trial balance in order to prepare the final accounts of a business (profit and loss accounts and balance sheet).

Manual PAYE

Learn how to calculate wages and salaries using Inland Revenue tables, understand tax codes and complete Inland Revenue forms. Covers holiday pay, statutory sick pay and statutory maternity pay.

Sage Line 50

Convert your manual book keeping skills to computerised accounts using the most popular software.

Sage Payroll

Convert your manual skills to a computerised payroll using the most popular software programme.

Elective Subjects - Choose FOUR

Computer Skills

- Introduction to Computers
- Create Manage and Integrate Files
- Internet Skills
- Health and Safety Essentials

Microsoft Office

- MS Publisher
- Office 2007 Fast Modules 1-3
- Modules 4-6

Get Into Range

- Get Into Journalism
- Get Into Marketing
- Get Into HR
- Get Into PR

Miscellaneous

- Legal Secretarial - an introduction
- Medical Secretary - an introduction
- Shorthand Speed Development
- Meetings and Minutes Seminar
- Executive PA Seminar
- Book keeping Level 2- A Study Guide

