

## Administration & Secretarial Studies

# Create a FABULOUS CV

**You too could have a CV like this!**

- All you need to do is:
- a) sign up for the Certificate or Diploma in Administration
  - b) **work hard** and co-operate with your tutors

<b>Certificate in Administration Level 1</b>	<b>Certificate in Administration Level 2</b>
<p><b>OCR Level 1 Certificate in Administration</b>            Unit 1: Preparing routine business documents            Unit 2: Working with colleagues and customers            Unit 3: Preparing for work in business organisations            Unit 4: Following routine office procedures            Unit 5: Using computers</p> <p><b>Certificate/Diploma for IT Users (New CLAIT) Level 1</b></p> <ul style="list-style-type: none"> <li>File Management &amp; e-Document Production</li> <li>Creating Spreadsheets and Graphs</li> <li>Database Manipulation</li> <li>Create an e-Presentation</li> <li>Online Communication</li> </ul> <p><b>Text Processing Certificate – Business Professional (Level 2)</b></p> <ul style="list-style-type: none"> <li>Text Processing 2</li> <li>Word Processing 2</li> <li>Legal Text Processing 1</li> <li>Business Presentations 1 or 2</li> <li>Audio transcription 1 or 2</li> </ul> <p><b>Maths and/or English</b>            Adult Numeracy Level 1 or 2            Adult Literacy Level 1 or 2  <i>(or GCSE if student is ready)</i></p>	<p><b>OCR Level 2 Certificate in Administration</b>            Unit 1: Preparing business communications            Unit 2: Maintaining effective working relationships with customers &amp; colleagues            Unit 3: Working in business organisations            Unit 4: Following office procedures to complete tasks            Unit 5: Create, manage &amp; integrate files</p> <p><b>Certificate/Diploma for IT Users (CLAIT plus) Level 2</b></p> <ul style="list-style-type: none"> <li>Integrated e-Document Production</li> <li>Manipulating Spreadsheets and Graphs</li> <li>Creating and Using a Database</li> <li>e-Publication Design</li> <li>Electronic Communication</li> </ul> <p><b>Text Processing Diploma – Business Professional (Level 2)</b></p> <ul style="list-style-type: none"> <li>Text Processing 2</li> <li>Word Processing 2</li> <li>Legal Text Processing 1</li> <li>Mailmerge 2</li> <li>Business Presentations 2</li> <li>Document Presentation 2</li> <li>Audio transcription 2 or 3</li> </ul> <p>Shorthand Speed average 40wpm</p> <p>Certificate in Bookkeeping Level 1</p> <p><b>Maths and/or English</b>            GCSE at Maths or English if required.            Those coming to us with both these GCSEs at C can study the Certificate in Finance (AS level).</p>
<p><b>Work Experience</b>            Students build up a good reputation with employers which can stand them in good stead for the future and also provides evidence for the assessed units. Future employers like to see this on a CV.</p> <p><b>Extra Activities</b>            Students are encouraged to undertake team activities such as fundraising to build team skills, confidence, work with different people and appreciate the variety of situations other people face. This is another great addition to your CV!</p>	