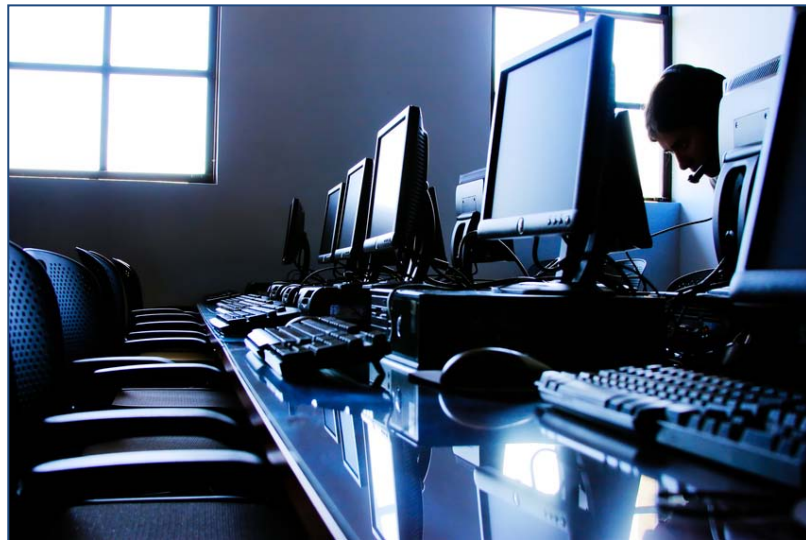




FLEXIBLE LEARNING CENTRE

COMPUTER SKILLS

COURSE GUIDE



2011/12

Updated July 2011

WELCOME TO FLEXIBLE LEARNING!

Learning for Life begins here.....

Flexible Learning plays a major part in the College's Lifelong Learning initiative. Skills and qualifications are usually essential in obtaining jobs which have good career prospects, job satisfaction and good financial rewards.

In the fast-moving technological age in which we live, it is essential to acquire these skills and qualifications and to keep updating them throughout life. Being able to use a computer is an essential life skill, be it for business or leisure.

The Flexible Learning Centre offers a wide range of courses – from basic computer skills to vocational qualifications. All the courses are tutor-supported, and the Centre is organised so that individuals can work on their own programmes, at their own pace.

The Centre serves a wide range of clients, such as private individuals from many different age groups and walks of life, as well as people in employment who are being sponsored by their employers.

The Centre is open 5 days a week. Attendance is arranged through a diary booking system. This gives flexibility which enables students to tailor the days and times of their attendance to their own needs. This is especially useful for people who have to work shifts or who have to fit in around children and other family or business commitments.

The Flexible Learning Centre has helped hundreds of adults to overcome their fear of returning to learning, especially in getting to grips with the computer and to take their first steps to acquiring new skills and qualifications, upgrading current skills, discovering new areas of learning and achieving success which they may not have thought possible.



THE FLEXIBLE LEARNING CENTRE STAFF

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THE FLEXIBLE LEARNING CENTRE CONTACT NUMBER:

01481 737920

How do I enrol at the Flexible Learning Centre?

Call into our Brock Road Annexe reception and ask for an enrolment form. Carole or one of the lecturers can help you to fill in the form. Pay for your course fees and book your first session in the Flexi diary.

What skills and subjects does Flexible Learning offer?

The Centre offers a wide range of computer skills training courses, from complete beginner through to advanced level. See pages 26 and 27 for a full list of what is available.

How are the lessons structured?

There are up to 10 students in a session. Each student could be studying something completely different. Students work at their own pace from a range of printed materials. A tutor is available to offer support and feedback.

How long do courses last?

This is a difficult question to answer as students will come into the Centre with a wide range of abilities. Students may buy a block of 10 sessions, some students will be able to complete their studies in this time, others may need a little longer and can purchase another block of sessions. We have included average times as an indicator of how long it may take on page 26. We also offer packaged courses, see page 27 for our full range.

Is it possible to take national qualifications?

Yes, it is. Any student wishing to take a national qualification which arises out of their Flexible Learning course is able to do so. Our students have an outstanding success rate!

The charts on pages 7 and 8 show the qualifications available. The starting point depends on the student's previous experience and personal goals.

What sort of people attend the Centre?

Students attending the Centre range from people in employment who need to learn a new software package or to update their skills quickly, to people who may be considering taking up employment or changing career, mums returning to work, parents who wish to be able to use the home computer alongside their children, self-employed people who wish to acquire computer skills for use in their businesses, retired people who have acquired, or wish to acquire a new computer of their own. Many of the students are complete beginners. It is open to all.

What software packages does the Centre offer?

Our software suite is Microsoft Office 2010. Courses are available in Word, Excel, Access, PowerPoint, Publisher and Outlook. Our Operating System is Windows 7.

How much do the courses cost?

Students buy a block of 10 sessions for £80.00. Each session is an hour and a half long. Further blocks of sessions can be bought if need be. Those students sitting exams will also have to pay for their exam entries. ECDL, Certificates/Diplomas in Text Processing and ITQ Awards are priced differently, see page 27 for details.

Where is the Flexible Learning Centre?

The Flexible Learning Centre is housed in Room G4 of the Brock Road annexe of the College of Further Education.

When is the Centre open?

The Centre is open for morning, afternoon and evening sessions as detailed below. Each session is an hour and half long. Double sessions may be booked.

Monday to Friday (day)

09:00 – 10:30

10:30 – 12:00

13:30 – 15.00

15:00 – 16:30

Monday to Wednesday (evening)

18:00 – 19:30

Thursday (evening)

17:30 - 19.00

19:00 – 20:30

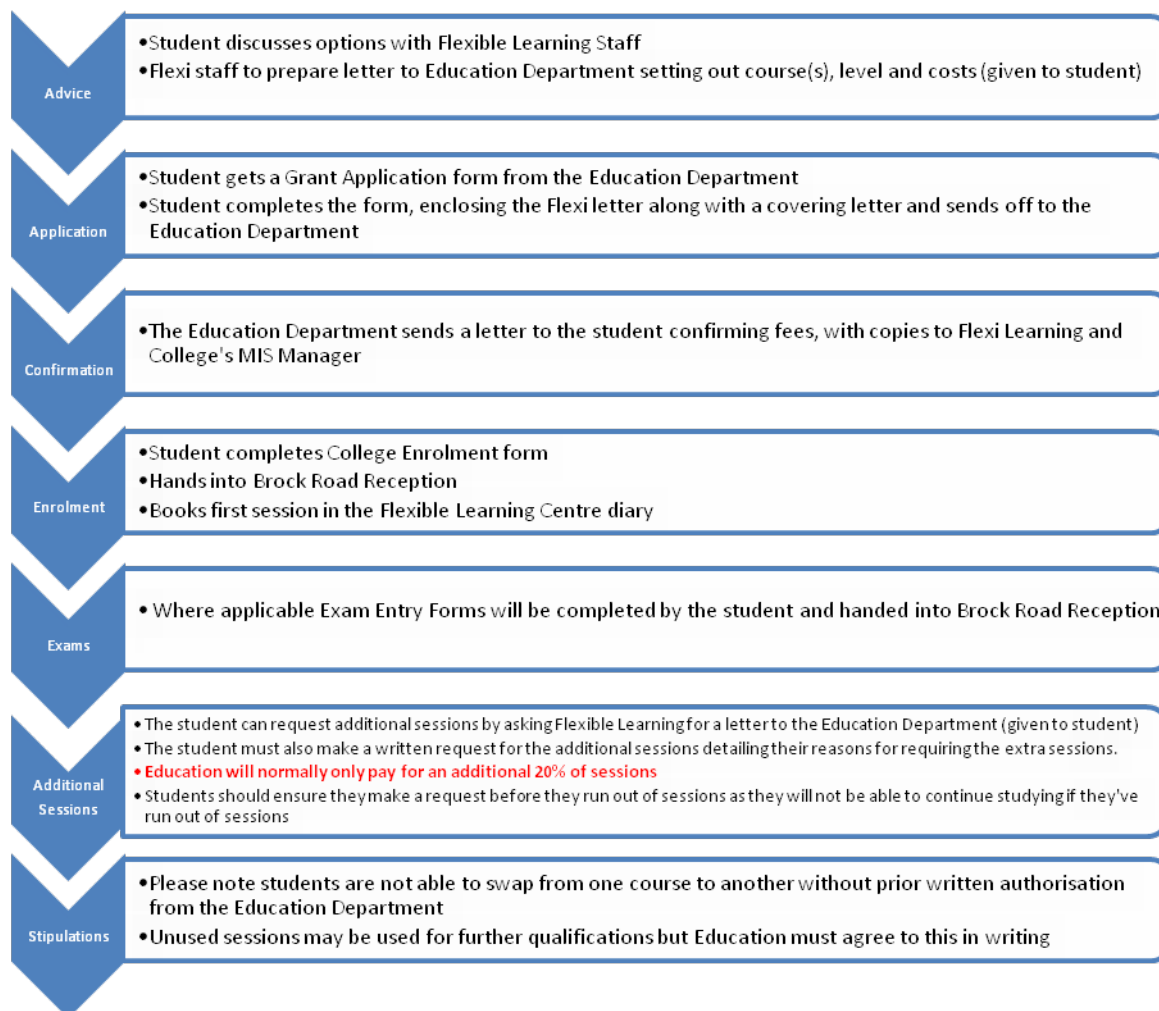
It is the student's responsibility to book their sessions in the Flexi diary.

If students book a session, then fail to turn up, this session will be deducted from their remaining sessions. Students should try to give at least 24 hours' notice of any cancellations. This can be done by calling 737920, an answer machine is available.



GRANT STUDENT PROCEDURES

Some students may be eligible for a grant from the States Education Department to pay for their course fees. Please call the Grants Department on 710821 in the first instance.

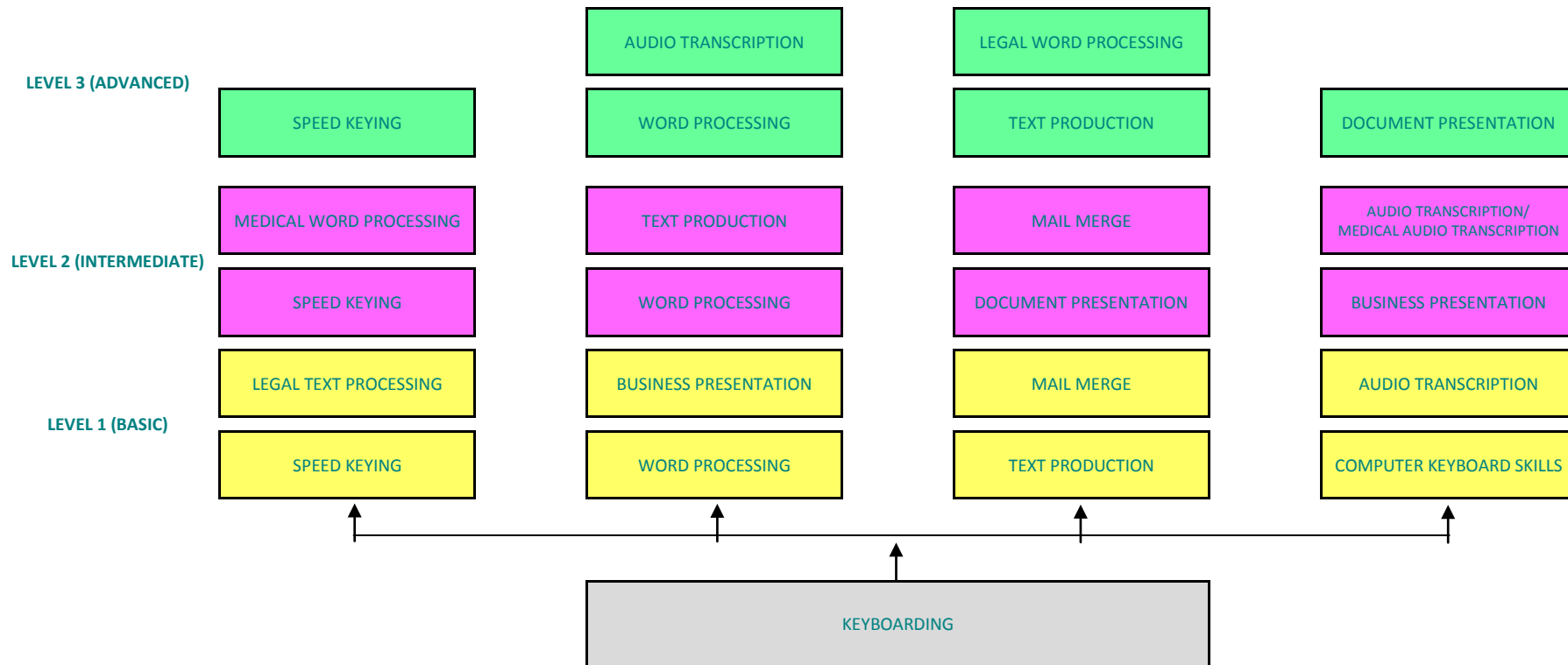


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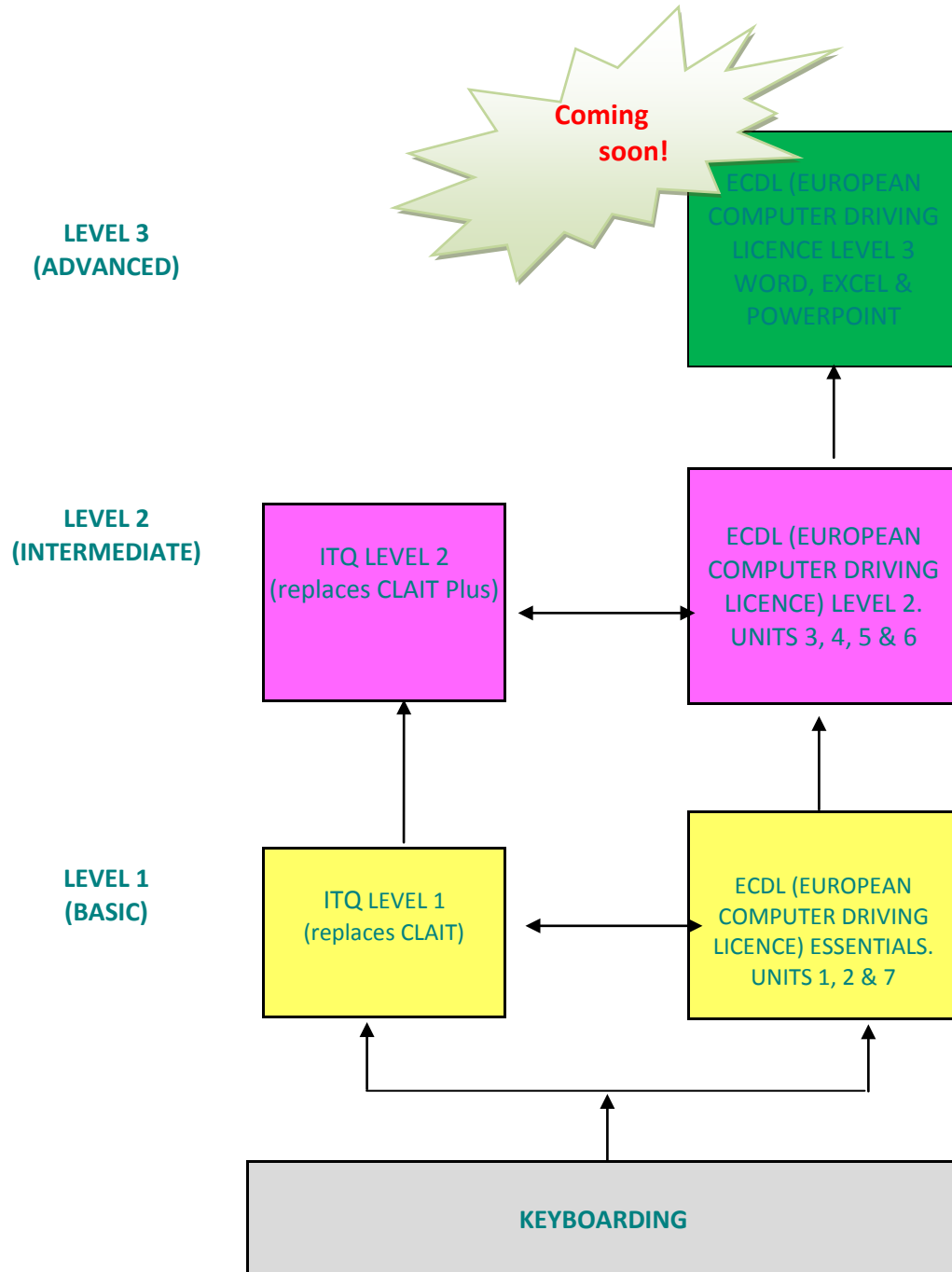
Grants Section
Education Department
 PO Box 32 Grange Road
 St Peter Port
 Guernsey
 GY1 3AU
 Tel 710821
grants@education.gov.gg
www.education.gg

A PROGRESSION GUIDE TO THE OCR TEXT PROCESSING (BUSINESS PROFESSIONAL) SUITE OF QUALIFICATIONS



Learning to touch type is the key to progression in these qualifications and thus we recommend that students start with keyboarding skills. Once students are competent they can work through any level 1 qualification in any order, then progress onto level 2 and 3 if they wish. Students are able to pick and choose which qualifications they would like to study. They do not have to complete all level 1 courses before moving onto level 2.

A PROGRESSION GUIDE TO THE IT SKILLS QUALIFICATIONS



ITQ LEVEL 1 (REPLACES CLAIT)

ITQ is a new qualification offered by the awarding organisation OCR. These qualifications replace CLAIT and CLAIT Plus but they run in a very similar way.

This course is suitable for beginners and the following units are available:

- Word Processing (Microsoft Word)
- Spreadsheet Software (Microsoft Excel)
- Database Software (Microsoft Access)
- Desktop Publishing Software (Microsoft Publisher)
- Presentation Software (Microsoft PowerPoint)
- Imaging Software (Microsoft Word or Publisher)
- Using Internet & Email (Internet Explorer and Microsoft Outlook)

The average completion time per unit is 15 sessions.

Units are stand alone, so they may be taken individually and single unit certificates can be attained.

QCF LEVEL 1 AWARD is awarded upon the successful completion of any 3 units.

Assessment is by means of a practical assignment at the end of each unit taken in the normal classroom environment.

Exams fees are £20.00 per unit.

Unit Outlines

Word Processing (Microsoft Word 2007)

This unit covers the use of Windows Explorer, creating, naming and renaming files and folders, deleting files and folders, moving and copying files. It also includes a basic introduction to word processing using Microsoft Word – covering page set up, page orientation, margins, text alignment, simple tables, borders, headers and footers, bullets and numbering, tabs, indents, word count, formatting text and documents, font styles and sizes, line spacing, emphasising text, paragraph breaks, inserting, moving, deleting and replacing text.

Spreadsheet Software (Excel)

This unit gives an introduction to the use of Microsoft Excel for creating spreadsheets, charts and graphs. It covers the setting up of a basic spreadsheet, inserting and amending text and numbers, inserting and deleting rows and columns, constructing and replicating formulae, recalculating figures, selecting data, alignment and formatting of text and numbers, applying borders and shading, setting page layout, headers and footers. Spreadsheets will be used to produce graphs and apply titles, legends (keys). Spreadsheets and graphs will be saved and printed. All data and formulae view will be printed, with and without row and column headings. Graphs will also be printed out separately to the data worksheet.

Database Software (Access)

Using Microsoft Access, open and use existing databases, create and delete records, amend data, produce tables, queries and reports, and save and print them. Filter and sort records using one or more criteria, produce simple reports, set page orientation, display data in full, display headers and footers (page number and date).

Desktop Publishing Software (Publisher)

This is an introduction to Desktop Publishing, using Microsoft Publisher. It includes setting up a page and page orientation, margins, creating text areas and frames, setting column width and space between columns, using different font styles (serif and sans serif), importing text files and images, placing images and text, using lines/borders, drawing simple shapes, fitting text to a page, applying alignment and justification, amending and resizing text, spell checking, saving and printing.

Presentation Software (Powerpoint)

Using Microsoft Powerpoint to create a presentation to run on the computer. Create text areas and frames, apply different backgrounds, create new slides, change order of slides, insert text, spell check, use font sizes and styles, bullets, alignment, emphasis and enhancement of text, delete text and replace specified text, promote and demote text to different levels, insert graphics, lines and boxes, shade or fill drawn objects, save and print, set page orientation, use headers and footers, page numbers, print presentation as slides, handouts or in outline view.

Imaging Software (Word or Publisher)

Use a package such as Publisher and Word to produce art work and images. Download digital pictures from a camera, set canvas or art work size, import images, position and move images, crop, resize and create graphics, insert, amend and resize text, insert resized text to fit, and amend text. Use colours, rotate, flip and copy items, manage and print art work, set art work resolution, save art work and digital images, print in black and white and colour.

Using Internet & Email (Internet Explorer and Outlook)

Identify and use e-mail and Internet browser applications, follow rules of Netiquette when communicating with others, use virus checking facilities, access specified web pages, navigate WWW using hyperlinks, use a site-specific search engine, use a general web search engine, locate web pages containing required data, save data from a web page, store web addresses (URL), print selected web pages. Access incoming e-mail messages and open attachments, send e-mail messages and attachments, add addresses into the address book, recall stored addresses, save e-mail message and/or attachment, reply to incoming message, forward a message, copy a message, create and format new message, delete e-mail message, print message and/or attachment.

ITQ LEVEL 2 (Replaces CLAIT Plus)

ITQ is a new qualification offered by the awarding organisation OCR. These qualifications replace CLAIT and CLAIT Plus but they run in a very similar way.

This course is suitable for people who have a good understanding of the relevant software eg people who have successfully completed ITQ Level 1, or who have made extensive use of the relevant computer software package.

The following units are available:

- Word Processing (Microsoft Word)
- Spreadsheet Software (Microsoft Excel)
- Database Software (Microsoft Access)
- Desktop Publishing Software (Microsoft Publisher)
- Presentation Software (Microsoft PowerPoint)
- Using Email (Microsoft Outlook)

The average completion time per unit is 20 sessions.

Units are stand alone, so they may be taken individually and single unit certificates can be attained.

QCF LEVEL 2 AWARD is awarded upon the successful completion of any 3 units.

Assessment is by means of a practical assignment at the end of each unit and is taken in the normal classroom environment.

Exams fees are £20.00 per unit

Word Processing (Microsoft Word 2007)

This unit covers accessing and opening generic and non-generic files, saving files in appropriate formats, protecting files, printing a range of documents, producing a screen print to evidence file protection, archiving files, mail merge, importing text files, data files, images, and charts – to create an integrated business document, tables – including column widths, alignment, gridlines, borders and shading. It also includes entering text and numeric data in a specified format, making amendments to documents, using search and replace, special symbols, superscript and subscript, and spelling checks, setting page orientation, page layout, headers and footers, automatic fields in headers and footers and bullets and numbering.

Spreadsheets Software (Excel)

Insert text and numeric data into a spreadsheet, insert and delete rows and columns, amend and delete text and numeric data, use formulae that produce correct results, replicate formulae into correct cells, use relative cell references, use absolute and mixed cell references, use a variety of cell references, name and use named cells, use a range of functions that produce correct results, use tools and techniques for analysing data – auto filter and sort; create graphs and charts, select data sets; display data using a variety of formats, enter titles, data labels and axis titles, enter and amend axis, intervals and upper and lower limits, apply and remove legends, ensure comparative data is distinctive, insert and position text box, set page layout including header/footer and automatic fields, print the spreadsheet with data showing in full as a table, print document selection, print the spreadsheet with formulae showing in full and displaying row and column headings, print the spreadsheets displaying gridlines, print graphs on a separate sheet to the data source, save and close spreadsheets.

Database Software (Access)

This unit covers the creation of a database, setting up field headings, data types for fields and formatting fields, entering records, sorting data in queries and reports, saving data (tables, queries, reports) with specified names, printing data, importing generic data files, modifying field characteristics, updating existing databases, using logical and/or range operators in queries, using a calculated field, planning and producing a report, setting page layout – including page header/footer, automatic fields and orientation, formatting data in reports, displaying data in group format and including group headers, displaying report titles, displaying summaries, printing database reports in specified format, printing reports to specified number of pages.

Desk Top Publishing Software (Publisher)

This unit covers setting up a master page, templates and documents using layout guides and design briefs, setting document size, setting and applying layout grids or guides according to a design brief, setting up headers and footers, creating columns, text areas and text frames, saving master page/template, using templates to create a variety of documents, creating a new page layout for a publication, printing templates/master pages; importing text and image files, placing content according to text flow diagrams/design brief, applying styles to text, inserting and formatting lines, boxes and arrows, layering graphics and text, using special text effects, grouping, copying, pasting and moving multiple items, ungrouping items; amending text according to proof correction symbols, inserting text, copy-fitting publication and checking publication; save documents and publications, print colour-separated camera-ready copy, set crop marks to print, print composite publications.

Presentation Software (Powerpoint)

This unit covers the setting up of a master slide, importing data, creating specified font styles, applying a graphic as a background image, inserting headers and footers, importing text, inserting and editing text, inserting graphic and digital images, resizing and positioning images, embedding a chart, embedding an organisation chart, inserting a table from a spreadsheet, finding and replacing data, adding and deleting slides, deleting text, using animation and transition facilities, applying timings, changing the order of slides, hiding a slide, creating a hyperlink to access a given slide, saving the presentation, saving the presentation ready to view, closing the presentation, setting page orientation, printing the presentation slides, handouts and speaker's notes, printing screen prints to evidence animation, transitions, timings, order, change, hidden slide.

Using Email (Outlook)

Create and use an e-mail signature, create and address new messages, copy message to other recipients (cc and bcc), prioritise outgoing messages, attach multiple files to e-mail messages, compress and/or decompress e-mail attachments, print messages, print e-mail folder contents, store contact details, create a group distribution list, retrieve and use individual or group stored e-mail addresses, print contact and group details, use personal information manager software to enter information (calendar, notes, to do tasks), print personal information manager entries, create new private mail folder to store messages relating to an individual, move messages between folders, store attachments outside mailbox structure.

AWARDS IN ITQ LEVELS 1 & 2

The Flexible Learning Centre is proud to offer these new qualifications for anyone wanting to obtain recognition for their IT skills.

To obtain an Award at either level, students have to pass any 3 units from the list below.

ITQ LEVEL 1	ITQ LEVEL 2
<u>Units</u> <ul style="list-style-type: none"> • Word Processing (Microsoft Word) • Spreadsheet Software (Microsoft Excel) • Database Software (Microsoft Access) • Desktop Publishing (Microsoft Publisher) • Presentation Software (Microsoft PowerPoint) • Imaging Software (Microsoft Word or Publisher) • Using Internet & Email (Internet Explorer and Microsoft Outlook) 	<u>Units</u> <ul style="list-style-type: none"> • Word Processing (Microsoft Word) • Spreadsheet Software (Microsoft Excel) • Database Software (Microsoft Access) • Desktop Publishing (Microsoft Publisher) • Presentation Software (Microsoft PowerPoint) • Using Email (Microsoft Outlook)
Award	Award
Any 3 units	Any 3 units
Course fees £195.00	Course fees £195.00
Exam fees £60.00	Exam fees £60.00
For unlimited sessions in the Flexible Learning Centre over one calendar year	For unlimited sessions in the Flexible Learning Centre over one calendar year
Course code: FL05	Course code: FL06

Students can take additional units if they wish. Additional sessions in the Flexible Learning Centre can be purchased in blocks of 10, for £80.00, exams fees are £20.00 per unit

EUROPEAN COMPUTER DRIVING LICENCE (ECDL)

The qualification consists of 7 modules:

Module 1	IT User Fundamentals
Module 2	Security for IT Users
Module 3	Word Processing (Microsoft Word)
Module 4	Spreadsheets (Microsoft Excel)
Module 5	Database (Microsoft Access)
Module 6	Presentation (Microsoft Powerpoint)
Module 7	Using Email and the Internet (Microsoft Internet Explorer and Outlook)

Average time for course completion: 45 sessions. ECDL can be a considerable commitment, with many students taking a whole academic year or more to complete the programme.

The modules may be taken in any order. Assessment is by means of a 45 minute practical test at the end of each unit. This is a level 2 course and, hence, the Centre does not usually recommend this course for absolute beginners. Obviously, there are always exceptions, and much depends upon a student's individual ability.

Course Costs

The tuition fees are £198.00 (with no limit on the number of sessions attended)

Registration with the British Computer Society is required at a cost of £30.00

There are 7 exams at a cost of £20.00 each

Total course costs will be £368.00

Module 1: Security for IT Users

This module covers a basic understanding of the terms hardware, software and information technology, understanding and distinguishing between mainframe, network, personal and laptop computers, personal digital assistant (PDA) – in terms of capacity, speed, cost, and typical users. The student will learn basic information about the main parts of the computer – CPU, hard disk, input and output devices, etc, types of memory eg RAM and ROM, peripherals, computer performance eg CPU speed, RAM, MHz, what the CPU does, how memory is measured, storage devices, operating and applications software, graphical user interface, systems development, local and wide area networks, intranet, extranet and internet, computers at work and in society, e-mail, e-commerce, health and safety at work, information security, computer viruses, copyright, and data protection legislation. The assessment for module 1 is in the form of a multiple choice test of 36 questions.

Module 2: IT User Fundamentals

This unit covers starting, shutting down and restarting the computer, viewing the computer's basic system information – operating system, size of RAM, changing the date and time, volume, desktop display colours, screen saver, etc, disk handling, text editing, working with icons, setting up folders and sub folders, naming and renaming files and folders, recognising file types, moving, sorting, deleting and copying files between folders, finding and counting files, ordering files into date order, size order, type, using Windows Help, creating shortcut icons, understanding terminology such as compression of files, viruses, know how to change the printer, pause, restart or delete a print job. Assessment: Practical, hands-on test, with some multiple choice questions.

Module 3: Word Processing (Word)

Open and close a word processing application, open one or several documents, create a new document, save and print documents, switch between open documents, change page orientation, change zoom, insert and amend text, align text, use font styles, types and sizes, use colours, emphasis, find and replace words, insert and resize images, place images, copy images, headers and footers, use tabs and indents, number pages, change number formats, cut, copy and paste, use simple tables and change column widths, use bullets and numbering, change margins, carry out a basic mailmerge, proof read and spell check documents. Assessment: Practical, hands-on test.

Module 4: Spreadsheets (Excel)

Set up a basic spreadsheet, work on existing spreadsheets, copy or move text, figures or graphs from one spreadsheet to another, edit spreadsheets – use different fonts and sizes, align text and numbers, create charts and graphs, change colours, change graph types, use formulae, add, subtract, multiply, divide, average, sum, logic, count, counta, countif, maximum and minimum, search and replace, use borders, use relative and fixed cell references, change colour of text and background, set page orientation, margins, print with or without gridlines, print with or without row and column headings, resize charts and graphs, fit to one page, use headers and footers, page numbering, automatic file reference, freeze rows or columns, hide rows or columns, apply automatic title row to every page, set currency, date format, decimal places, save work. Assessment: Practical, hands-on test.

Module 5: Database (Access)

Understand what a database is, create, manipulate and save a database – define and index fields, primary keys, validation, create and delete relationships between tables, produce forms and reports based on tables and queries, sort and filter records on one or more criteria, carry out grouping and basic calculations, add and remove records, reorder columns, insert images into forms and reports, change font size and types, use headers and footers, insert page numbers and date, print and save results. Assessment: Practical, hands-on test, with some multiple choice questions.

Module 6: Presentation (Powerpoint)

Create a presentation, edit an existing presentation and add to it, set up master slides, change font size and types, use emphasis, apply background colours, change text colours, insert images, resize and reposition images, flip or rotate text or images, use bullets and numbering, change style of bullets or numbering, promote or demote items, insert drawn objects and change order of objects, group or split objects, change arrow style, apply shadows, position objects, use alignment, insert charts and graphs, tables, organization charts and make changes to them, use headers and footers, automatic dates, and page numbers, create and run a slide show, set transitions, work in different presentation views, spell check presentation and amend errors, add speakers notes, print entire presentation or specified slides, hide slides, change orientation, print slides, thumbnails, handouts, add speaker notes, save presentation. Assessment: Practical, hands-on test.

Module 7: Using Email and the Internet (Microsoft Internet Explorer and Outlook)

This unit covers knowledge of concepts and terms – Internet, WWW, web terminology, security, adjusting settings, using specified web addresses, using search engines, saving a web address, using favourites/bookmarking, copying text or images from a web page into another document, saving text or images, printing web pages, changing web page orientation, margins, changing paper size, choosing web page print options – whole page, selected text, specific pages etc. Understand the structure of a web address. Understand the structure of an e-mail addresses, understand advantages and disadvantages of using the web and of using e-mails, understand netiquette, security issues, viruses, send and receive e-mails, forward and copy, flag e-mails, mark messages as read/unread, open and save file attachments, send attachments, use reply functions, use the address book, copy or move text from one message to another, create a new address list/distribution list, update an address book, sort messages, create folders and move messages to a new folder, delete messages and empty the delete folder, print messages and attachments. Assessment: A practical hands-on test, with a few multiple choice questions.

ECDL ADVANCED – COMING SOON!

We soon hope to be in a position to offer ECDL Advanced in Word, Excel and PowerPoint.

OCR BUSINESS PROFESSIONAL SUITE OF QUALIFICATIONS

These qualifications are available at three levels:

- Level 1: Basic (approximate production rate of 25 wpm). Exam fees: £20.00 per exam
- Level 2: Intermediate (approximate production rate of 35 wpm). Exam fees: £20.00 per exam
- Level 3: Advanced (approximate production rate of 45-50 wpm). Exam fees: £20.00 per exam

Level 1: Units Available:

Audio Transcription; Text Production; Word Processing; Speed Keying; Computer Keyboard Skills; Mail Merge; Business Presentation (Powerpoint); Legal Text Processing.

Level 2: Units Available:

Audio Transcription; Medical Audio Transcription; Mail Merge; Medical Word Processing; Business Presentation (Powerpoint); Word Processing; Speed Keying; Document Presentation; Text Production.

Level 3: Units Available:

Audio Transcription; Document Presentation; Text Production; Word Processing; Legal Word Processing, Speed Keying.

AUDIO TRANSCRIPTION

Level 1: Suitable for those with a basic text/word processing knowledge, eg – text or word processing level 1, or equivalent practical experience. The qualification requires the production of a letter, a memo and a simple report, from recorded dictation.

Average time for course completion: 20 sessions.

Level 2: Suitable for competent word processing operators, eg intermediate level or equivalent text or word processing skills. The qualification requires the production of four documents – a letter, a memo, a report containing a table, and a report, from recorded dictation. An extra item of information is given by the tutor which has to be included into document 3.

Average time for course completion: 20 sessions.

Level 3: Suitable for experienced secretaries or personal assistants. Again there are four documents, but these are longer and more involved than at the intermediate stage. Additional information is given at a point in the recorded dictation and this has to be slotted into one of the documents. An excellent standard of English is required at this level.

Average time for course completion: 20 sessions.

MEDICAL AUDIO TRANSCRIPTION

This is an intermediate level examination relating to medical secretarial work and some specialist terminology is included, which may require the use of a medical dictionary. Experience of working in a medical secretarial environment is an obvious advantage, but not essential. As with audio transcription intermediate, there are four documents to be produced from recorded dictation and an extra piece of information is announced by the tutor for inclusion in one of the documents. The documents are a letter, a memorandum, a report including leaving a vertical space, and a document including a simple table. **Average time for course completion: 20 sessions.**

BUSINESS PRESENTATIONS

This intermediate examination involves the production of a PowerPoint presentation from written instructions. The presentation includes the use of text and graphics, bullet points, insertion of a table, and or a chart, etc. It requires display and accuracy and is suitable for competent text and word processing operators – preferably of intermediate level.

Average time for course completion: 20 sessions.

DOCUMENT PRESENTATION ADVANCED

This advanced examination is an excellent follow-on to Text and Word Processing Advanced. It requires the production of documents involving display work, inserting text files and images, dividers, borders, headers and footers, different font sizes and styles, newspaper columns, manuscript, drawing of simple diagrams, use of tables to display textual information – changing a display by adding in an extra column and reformatting the original text into the required display.

Average time for course completion: 20 sessions.

LEGAL TEXT PROCESSING

This intermediate examination requires the production of a legal document from manuscript and amended text, a letter or memorandum and the completion of a legal form which is stored as a file. The documentation involves straightforward legal terminology. No specialist legal experience is needed, but the examination is most suitable for those having text/word processing skills at intermediate level, or equivalent experience.

Average time for course completion: 20 sessions.

LEGAL WORD PROCESSING LEVEL 3

This is an advanced examination which requires the production of legal documentation from stored phrases. Some phrases are given via a stored template, others are input by the candidate and stored for later use. The examination also involves the production of a tabular form, such as a billing document, and a specialist legal document, from written instructions.

Average time for course completion: 20 sessions.

MAILMERGE LEVELS 1 & 2

This intermediate qualification requires amending a stored database, creating a database, producing standard documents, eg letter and memo, and carrying out mail merge to selected recipients, saving and printing out the standard documents including the fields and also the merged documents.

Average time for course completion: 20 sessions.

MEDICAL WORD PROCESSING

This examination involves the production of four documents – some text is stored on USB key for recall and amendment from manuscript instructions, some documents need to be keyed in. The use of headers, footers, page numbering, tabulation, line spacing, setting margins, leaving vertical space, etc, is included. The documents are written around a medical scenario but medical specialist knowledge is not necessary. The tabulation involves split columns, moving columns and reordering of text within the table, and a letter or memorandum keyed in from manuscript, which involves the insertion of text files at given points. Errors for correction are circled. **Average time for course completion: 20 sessions.**

TEXT PRODUCTION LEVEL 1

This requires the production of a short straightforward letter and memorandum from manuscript and a simple report. Errors for correction are circled. This level is usually considered suitable for beginners, office juniors or receptionists who do occasional letters etc.

Average time for course completion: 20 sessions.

TEXT PRODUCTION LEVEL 2

This is competent word processing operator level. Three documents have to be keyed in from handwritten and printed text, saved and printed. The documents are longer and are slightly more complicated than at level 1, usually a letter, a memo and a straightforward report. The text contains circled errors which must be corrected by the operator.

Average time for course completion: 20 sessions.

TEXT PRODUCTION LEVEL 3

This level is best suited to competent and experienced typists/secretaries and involves the keying in of three business documents. The documents are longer and more complex than at level 2 and the English errors are not circled, but must be found and corrected by the operator. The documents include the use of footnotes and special reference marks. There is usually a letter, a memo and a report. The vocabulary is more complex than at levels 1 and 2. An excellent standard of English and a fast keying-in speed are required.

Average time for course completion: 20 sessions.

WORD PROCESSING LEVEL 1

This qualification involves recalling stored documents and amending and manipulating the text, setting the line length, changing margins, alignment of text, emphasising text, leaving vertical space, sorting a list into a specified order, and producing a simple columnar table. Errors for correction are circled. There are three documents.

Average time for course completion: 20 sessions.

WORD PROCESSING LEVEL 2

This qualification involves the production of four documents. Some of the text is stored for recall and amendment, and some documents need to be keyed in – usually a four-column table – including a split column – requiring the reordering of the columns and the text and removing the borders. A business document requiring the insertion of stored phrases or blocks of text is included. Headers, footers, page numbers, margins, line length, alignment of text, emphasis of text, leaving vertical space, etc, are all included. Errors for correction are circled.

Average time for course completion: 20 sessions.

WORD PROCESSING LEVEL 3

Students will require a fast and accurate typing speed along with excellent English skills and thus this qualification is best suited to more experienced secretaries and typists. This exam involves the production of four business documents. Some are stored for recall and amendment and some documents need to be typed. The documents are usually multi-page, complex documents and require the use of advanced Word functions, such as track changes.

Average time for course completion: 20 sessions.

KEYBOARDING AND AWARD IN TEXT PROCESSING

This is an ideal course for students who would like to learn to touch type, ie type without looking at the keys. If you can touch type, you will be a much more efficient user of your computer, you will be accurate and will not need to look at the keyboard. These are essential skills for professional secretaries and administrators.

It takes a lot of commitment to re-learn to type, you may already be fast at typing but you look at the keys and you're using the wrong fingers. If you embark on this course, you will need to practice and be strict with yourself, not to slip back into your old ways of typing.

You will be given printed materials to take home with you to practice.

The course gives you unlimited sessions in Flexi over a calendar year, once you have learned the keyboard, you can gain an Award in Text Processing by completing the Text Production course and exam and the speed keying exam. The level of these 2 exams will depend on your typing speed.

To achieve an Award in Text Processing you will require 8 credits

Keyboarding & Award in Text Processing Level dependent on student's speed
<ul style="list-style-type: none">• Text Production (4 credits)• Speed keying (4 credits)
Fees £195 plus examination fees of £20 per exam
For unlimited sessions in the Flexible Learning Centre over one calendar year
Course Code: FL10

OCR LEVEL 1 CERTIFICATE IN TEXT PROCESSING

In order to achieve the Certificate you will have to gain a minimum of 13 credits, by completing a number of examinations.

Examinations available are as follows:

Level 1 Certificate in Text Processing
<ul style="list-style-type: none">• Text Production Level 1 (4 credits)• Audio Transcription Level 1 (4 credits)• Word Processing Level 1 (4 credits)• Speedkeying Level 1 (4 credits)
Fees £195 plus examination fees of £20 per exam
For unlimited sessions in the Flexible Learning Centre over one calendar year
Course Code: FL07

Once students have completed their Certificate, they can upgrade their enrolment to a Diploma for an additional £100.

OCR LEVEL 2 CERTIFICATE OR DIPLOMA IN TEXT PROCESSING

In order to achieve the Certificate you will have to gain a minimum of 16 credits, to achieve the Diploma you will need to achieve a minimum of 37 credits by completing a number of examinations.

Level 2 Certificate in Text Processing	Level 2 Diploma in Text Processing
<ul style="list-style-type: none"> • Text Production Level 2 (5 credits) • Audio Transcription Level 2 (4 credits) • Word Processing Level 2 (5 credits) • Speedkeying Level 2 (4 credits) 	<ul style="list-style-type: none"> • Text Production Level 2 (5 credits) • Audio Transcription Level 2 (4 credits) • Word Processing Level 2 (5 credits) • Speedkeying Level 2 (4 credits) • Document Presentation Level 2 (5 credits) • Mail merge Level 2 (5 credits) • Business Presentations Level 2 (5 credits) • Legal Text Processing Level 1 (4 credits) or Email (ITQ Level 2) (4 credits)
Fees £195 plus examination fees of £20 per exam	Fees £295 plus examination fees of £20 per exam
For unlimited sessions in the Flexible Learning Centre over one calendar year	For unlimited sessions in the Flexible Learning Centre over two calendar years
Course Code: FL07	Course Code: FL02

Once students have completed their Certificate, they can upgrade their enrolment to a Diploma for an additional £100.

OCR LEVEL 3 CERTIFICATE OR DIPLOMA IN TEXT PROCESSING

In order to achieve the Certificate you will have to gain a minimum of 20 credits, to achieve the Diploma you will need to achieve a minimum of 37 credits by completing a number of examinations.

Level 3 Certificate in Text Processing	Level 3 Diploma in Text Processing
<ul style="list-style-type: none"> • Text Production Level 3 (6 credits) • Word Processing Level 3 (6 credits) • Mail Merge Level 2 (5 credits) • Speed keying Level 2 or 3 (4/5 credits) 	<ul style="list-style-type: none"> ▪ Text Production Level 3 (6 credits) ▪ Word Processing Level 3 (6 credits) ▪ Speed Keying Level 3 (5 credits) ▪ Audio Transcription Level 3 (5 credits) ▪ Document Presentation Level 3 (6 credits) ▪ Business Presentations Level 2 (5 credits) ▪ Mailmerge Level 2 (5 credits)
Fees £195 plus examination fees of £20 per exam	Fees £295 plus examination fees of £20 per exam
For unlimited sessions in the Flexible Learning Centre over one calendar year	For unlimited sessions in the Flexible Learning Centre over two calendar years
Course Code: FL07	Course Code: FL02

Once students have completed their Certificate, they can upgrade their enrolment to a Diploma for an additional £100.

PROGRAMMES OF STUDY

ALL USE COURSE CODE FLC01	Average Number of sessions to complete
Access (Basic Database) Non-examination	10
Access Extended (Intermediate) Non-examination	10
Audio Transcription Workshop (All levels)	20
Business Presentation (Level 2)	20
Business Presentations (Level 1)	20
Computer Keyboard Skills (Level 1)	10
Desktop Publishing (Basic) Non-examination	10
Desktop Publishing Extended (Intermediate) Non-examination	10
Document Presentation (Level 3)	20
Document Presentations (Level 2)	20
Excel (Basic Spreadsheet) Non-examination	10
Excel Extended (Intermediate) Non-examination	10
Frontpage (Basic) Non-examination	10
Graphical Representation of Data using Excel (Basic) Non-examination	10
Introduction to Internet/e-mail (Explorer/Outlook Express) (Basic) Non-examination	10
Keyboarding (QWERTY) Basic touch typing (Non-examination)	15
Legal Text Processing (Level 1)	20
Legal Word Processing (Level 3)	20
Mail Merge (Level 1)	20
Mailmerge (Level 2)	20
Medical Audio Transcription (Level 2)	20
Medical Word Processing (Level 2)	20
ITQ Level 1: Improving Productivity using IT (Explorer, Word)	15
ITQ Level 1: Spreadsheets Software (Excel)	15
ITQ Level 1: Database Software (Access)	15
ITQ Level 1: Desktop Publishing Software (Publisher)	15
ITQ Level 1: Presentation Software (Powerpoint)	15
ITQ Level 1: Imaging Software (Publisher)	15
ITQ Level 1: Using Internet & Email (Internet Explorer and Outlook e-mail)	15
ITQ Level 2: Improving Productivity using IT (Explorer, Word, Excel, Access)	20
ITQ Level 2: Spreadsheets Software (Excel)	20
ITQ Level 2: Database Software (Access)	20
ITQ Level 2: Desktop Publishing Software (Publisher)	20
ITQ Level 2: Presentation Software (Powerpoint)	20
ITQ Level 2: Using Internet & Email (Internet Explorer and Outlook e-mail)	20
Powerpoint (Basic Introduction) (Non-examination)	10
Powerpoint (Intermediate) Non-examination	10
Publisher (Intermediate) Non-examination	10
Text Production (Level 1)	20
Text Production (Level 2)	20
Text Production (Level 3)	20
Word (Basic Introduction to Word Processing) Non-examination	10
Word Processing (Level 1)	20
Word Processing (Level 2)	20
Word Processing (Level 3)	20
Word Processing Examination Paper Practice Only (Per Level)	10

Refunds will not be given for any unused sessions

For all of the courses above students buy a block of 10 sessions for £80.00. Students may need to purchase another block of sessions, or a portion of, in order for them to complete the course. Examination fees are in addition.

Continued...

PACKAGED QUALIFICATIONS

Course	Price
FL10 KEYBOARD AND AWARD IN TEXT PROCESSING	This course gives students an opportunity to learn to touch type and to achieve an Award in Text Processing at a level suitable to their speed. The course costs £195, with no limit on the number of sessions in a calendar year, plus examination fees.
FL07 CERTIFICATE IN TEXT PROCESSING ALL LEVELS	The Certificate courses cost £195, with no limit on the number of sessions in a calendar year, plus examination fees.
FL02 DIPLOMA IN TEXT PROCESSING ALL LEVELS	The Diploma courses costs £295, with no limit on the number of sessions over 2 years, plus examination fees.
FL05 ITQ LEVEL 1 AWARD	The Award course costs £195, with no limit on the number of sessions over 1 year plus examination fees of £60.
FL06 ITQ LEVEL 2 AWARD	The Award course costs £195, with no limit on the number of sessions over 1 year plus examination fees of £60.
FL09 BRITISH COMPUTER SOCIETY'S EUROPEAN COMPUTER DRIVING LICENCE (ECDL)	The ECDL course costs £198.00, with no limit on the number of sessions, in addition there the £30 registration fee with the British Computer Society and £20 for each exam (7 exams in total).