

Contact with Employers

Visits will be arranged to local businesses, so that students can see modern office equipment in use and can chat to employees in the work situation.

In addition, employers and employment agencies are invited into College to give students an insight into business life and employment requirements.

Fresh Horizons Preparing for Work

If you are interested in this course and would like to come along to talk about it in more detail (without obligation), please do not hesitate to contact:

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Fresh Horizons Preparing for Work



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Fresh Horizons

This course is designed with the mature student in mind and to fit in with school hours. Classes meet at Brock Road on three days each week (Tuesday to Thursday), usually between the hours of 9.15am - 12 noon and 1.00pm - 2.30pm.

The course lasts for a semester (approximately 17 weeks)

Dates

SS08 September 2009 - Jan 2010
SS08B February 2010 - June 2010

Subjects include:

- Keyboarding
- Text Processing
- Word Processing
- Audio Transcription
- Information Technology
- Office Procedures
- Preparing Business Documents

There is a possibility of some flexibility with these subjects depending on students' circumstances, experience etc.

Office Skills

Previous experience/entry qualifications

It is not necessary for participants to have had any previous office experience. Past students have been drawn from:

- complete beginners
- office workers with 'dormant' skills which require updating
- parents who have been at home for several years raising their families
- people who want a career change into an office environment
- GAP year students

Some students have been a little nervous about coming to College - expecting to find themselves in a 'sea of youngsters'. All have been very glad they took the plunge and many have been surprised to find that College has many mature students.

Clerical Skills

The equipment

The course gives hands-on experience of up-to-date computers, software and related equipment.

The staff

The members of staff tend to have families of their own and in many instances have themselves been mature students. They understand the feelings of students entering a learning environment for the first time, or for the first time in many years. They are all experienced in helping students to balance home and course requirements.

Certification

There will be opportunities for students to sit OCR examinations in appropriate subjects towards the end of the course.

The emphasis of Fresh Horizons is for each student to improve their own skills and abilities. Since each student will have different starting points, the qualifications gained will depend upon the individual.