Overview
The Essential Level examination is to assess candidates’ ability to use essential word processing skills to produce standard documents accurately, efficiently and with professional presentation.

Course objectives/topics:
- Create documents
- Edit documents
- Amend layout
- Complete standard documents
- Proof-read and correct documents
- Print documents

Designed For:
The syllabus is for anyone requiring a qualification that equips them with essential word processing skills. This will include students in secondary education, other young people seeking office employment, adult returners wishing to update their skills, or professionals who require essential word processing skills.

Prerequisites:
It is advised that you have some familiarity with keyboarding skills and a good command of the English language commonly used in business.

Assessment:
One-hour examination will consist of four tasks, which will include both text to be input and text to be retrieved for revision.
Overview
The Intermediate Level examination is to assess candidate’s ability to use a wider range of word processing skills to prepare, process and produce business and other documents accurately, efficiently and with professional presentation.

Course objectives/topics:
- Create documents
- Edit documents
- Set/amend layout
- Assemble standard documents
- Proofread and correct documents
- Print documents

Designed For:
This syllabus is for anyone aiming for employment as word processor operators, capable of working with limited supervision.

Prerequisites:
Candidates should have a good command of the English language and a sound knowledge of the standards for the production of business or other documents. The syllabus will also be of value to teachers and other professionals who use word processing and want to extend and gain recognition for their skills.

Assessment:
The Intermediate level exam lasts for 1½ hours. The examination will consist of an assignment of three tasks and the candidate will be assumed to be working in one organization.
WORD PROCESSING TECHNIQUES
ADVANCED LEVEL
AUSTRALIAN COLLEGE OF KUWAIT – CORPORATE TRAINING

INFORMATION TECHNOLOGY/CERTIFIED COURSES
WORD PROCESSING TECHNIQUES – ADVANCED LEVEL
Duration: 30 Hours

Overview
The Advanced Level examination is to assess the candidate’s ability to use an increasingly sophisticated range of facilities available in modern word processing software to prepare, process and produce a range of documents accurately, efficiently and with professional presentation.

Course objectives/topics:
- Create documents
- Edit documents
- Set/amend layout
- Use mail merge
- Proof-read and correct documents
- Print documents

Designed For:
This syllabus is for anyone aiming for employment as high-level word processor operators, able to use a wide range of word processing facilities and capable of working independently.

The syllabus will be of value all professionals who use word processing and want to extend and gain recognition for their skills.

Prerequisites:
Candidates should have a good command of the English language and an ability to use processing techniques to intermediate level.

Assessment:
The two-hour examination will consist of an integrated assignment and the candidate will be set a business scenario where they will be assumed to be working in one organization.
Overview
The Professional Level examination is to assess candidates’ ability to use the majority of the facilities available in modern word processing software to prepare, process and produce a wide range of documents accurately, efficiently and with professional presentation.

Course objectives/topics:
- Create and assemble documents
- Use outline facilities
- Edit documents
- Set/amend layout
- Use mail merge
- Print documents

Designed For:
This syllabus is for anyone who wish to gain an internationally recognized word processing qualification, demanding the highest level of competence in sophisticated word processing techniques of any qualification worldwide. Potential candidates will already have advanced word processing skills and will want to demonstrate their capabilities in document production using the majority of the enhanced facilities and functions available in modern word processing software.

This will include IT professionals, supervisory or senior secretarial staff and personal assistants who require the highest level of word processing skills to enable them to prepare a wide range of complex documents. Some of the facilities covered will be of particular value to those working in legal offices or publishing.

Prerequisites:
Candidates at this level should have a good command of the English language and good numeracy skills, and the ability to use processing techniques to advanced level.

Assessment:
The Professional Level examination lasts for 2 1/2 hours.
The examination will consist of an integrated assignment and the candidate will be assumed to be working for one organization.