

# Legal Text Processing



ADDRESSING THE NEEDS OF INDIVIDUALS TO ACQUIRE ESSENTIAL SKILLS REQUIRED IN A MODERN BUSINESS ENVIRONMENT.



Gain knowledge and skills to improve efficiency in developing business-related material, improving productivity and time management.

Develop core business skills to suit your ability in areas such as using keyboard functions and creating complex and specialist business documents.

The qualifications have been built on the RSA legacy, which is recognised by industry as the 'gold standard' for business professionals.

**Please call for a free consultation** ▶▶▶

- Audio-Transcription
- Business Presentations
- Document Presentation
- Legal Audio-Transcription
- Mailmerge
- Legal Word Processing
- Shorthand Speed Skills
- Speed Keying

## CompTTEC

11 The Square, 111 Broad Street,  
Birmingham B15 1AS, UK

0121-270 9475; 0770 890 7992

admin@compttec.org;

www.compttec.org

Units are available from Entry Level to Level 3,  
helping you to develop core business skills at each stage.

