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Courses delivered through our new Multi-Media Suite comprising of 11 Apple Mac Mini computers with partitioned hard drives to accommodate Windows 8.1 and Microsoft Office 2013.

**OCR Level 1 Book Keeping and Accounting**

**Manual Bookkeeping Skills**

**OCR Level 2 Text Processing (Business Professional)**

**Medical Audio Transcript**

**Medical Word Processing**

**Speed Keying**



**Please contact Theresa McMahon for more information : 02890 622201  
Tullymore Community Centre**