



Unit of learning outcomes title	Processing attorney documents	Level of EQF	6
Branch / qualification	63-41-N/24 Financial and economic advisory		

Expected units of learning outcomes

Knowledge

Student knows:

1. principles of work with office equipment (copy machine, scanner)
2. principles of stylization of some business documents
3. programme Word (is able to create and formate a documents, business letters, applications)
4. principles of communication with business partners (face to face, on the phone)
5. principles of evidence, work with visa, methods of payments
7. listing of data and personal files according the text item, numeric item, date
8. methods of payments
9. data filtering (automatic filter, specific filter)

Skills - competences

1. student can type with all ten fingers
2. can create charts, schedules, e-mails and basic business documents
3. masters basic knowledge of English language including professional terms
4. is able to work with official documents and business correspondence
5. student can create documents in Word
6. student can look up data, edit lists, create charts and graphs, rank and filter data
7. student can work with company database and insert data into it

Assessment methods and critetia

1. Practical demonstration of typing with all ten fingers
2. Practical demonstration of orientation in the company documents
3. Demonstration of skills of using office equipment
4. Proves the ability to work independently
5. Presentation of skills of dealing with clients and to react to thier requests requests



Erasmus+

Programme **ERASMUS+**
Project **Pracujeme v zahraničí**
Project number **2020-1-CZ01-KA116-077098**



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Evaluation form

Skills evaluation

1. can type with all ten fingers	Excellent	Good	Fair	Unsatisfactory
2. can create execute e-mails from clients, solicitors and other agents	Excellent	Good	Fair	Unsatisfactory
3. masters basic knowledge of English language including professional terms when making phone calls	Excellent	Good	Fair	Unsatisfactory
4. is able to fill out visa and citizenship applications	Excellent	Good	Fair	Unsatisfactory
5. can process agreements for future clients	Excellent	Good	Fair	Unsatisfactory
6. can organise company database, create files - hard copies and electronic versions	Excellent	Good	Fair	Unsatisfactory
7. can accept payments from clients and insert them into company system	Excellent	Good	Fair	Unsatisfactory
8. can create books for solicitors - summary of cases	Excellent	Good	Fair	Unsatisfactory

Skills evaluation

1. Practical task - demonstration of typing with all ten fingers	Excellent	Good	Fair	Unsatisfactory
2. Practical task - demonstration of orientation in the company database	Excellent	Good	Fair	Unsatisfactory
3. Demonstration of using office equipment	Excellent	Good	Fair	Unsatisfactory
4. Practical task - prove the ability to process data using text editor, Excel, power-point presentation and the internet	Excellent	Good	Fair	Unsatisfactory
5. Practical task - communicate using electronic post	Excellent	Good	Fair	Unsatisfactory
6. Dealing with business partners and to react to thier requests requests	Excellent	Good	Fair	Unsatisfactory

