

## OCR Audio Transcription Level 3

This course was designed to prepare students for the Audio Transcription unit, part of the OCR Level 3 Text Processing (Business Professional) range of qualifications.

### COURSE CONTENT

The course involves using audio transcription equipment and a word processing package to produce and print a variety of business documents including letters, minutes, itineraries, adverts, reports and articles. It also includes emphasising text, changing margins and indents, page numbering, producing a table, routing multiple copies and changing line spacings.

### COURSE DURATION:

**15 Hours**

### STUDY OPTIONS:

- 1. Centre Study** The student attends the centre for sessions of 2 hours or longer. Throughout his/her time at the centre, a trained tutor closely supervises the student. This method of study allows instant access to help when it is required. The training centre provides a comfortable, distraction-free environment in which to study.
- 2. Distance Learning** The student uses our study materials at home or at work. A trained tutor provides assistance through telephone and/or email support. This method of study allows the greatest flexibility for the student.

### CERTIFICATION:

OCR has taken the decision to withdraw this qualification and it is no longer possible to take the OCR examinations.

Students who successfully complete the end of course assessments will be awarded the Act Assessed Certificate (AAC).

### PLEASE NOTE:

This course is designed for people with a good understanding of at least one Word Processing program such as Microsoft Word. It is not designed for people who need to learn how to use a Word Processing program. We run courses in all the popular Word Processing programs where this training is needed. Please ask for further details.

**A Workbook is provided for this course, which is an excellent source of reference material once the course has been completed.**

Please note that course durations are approximate and depend on general aptitude and typing speed.