

## OCR Legal Audio Transcription Level 2 (6980)

This course is designed to prepare students for the Legal Audio Transcription unit (ref. 6980), part of the OCR Level 2 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 legal documents including letters, deeds, contract, legal briefs, statements, affidavits, agreements, wills and guidance notes. It also includes emphasising text, changing margins and indents, page numbering, producing a table and changing line spacings.

Students have the option of studying towards the OCR Level 2 Award, OCR Level 2 Certificate or OCR Level 2 Diploma. It is possible to start off by studying at Award level and then later upgrading to Certificate or to Diploma level.

### COURSE DURATION:

**10 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.

### TESTING:

Act Training is an OCR Approved Centre. The cost of sitting the OCR test is not included in the cost of any fees quoted, unless specified.

### PLEASE NOTE:

This course is designed for people with a good understanding of at least one Word Processing package but who need to prepare for OCR Examinations. It is **not** designed for people who need to learn how to use a Word Processing package. We run courses in all the popular Word Processing packages 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.