

## OCR Text Production Level 3 (3932)

This course is designed to prepare students for the Text Production unit (ref. 3932), part of the OCR Level 3 Text Processing (Business Professional) range of qualifications.

### COURSE CONTENT

The course involves typing, word processing and printing a variety of business documents including letters, faxes, minutes, files notes, terms of reference, contracts, reports and articles. It also includes learning abbreviations, spellings and correction signs, moving and copying text, emphasising text, changing margins and indents, changing line spacings, and locating information from a resource sheet.

Students have the option of studying towards the OCR Level 3 Award, OCR Level 3 Certificate or OCR Level 3 Diploma. It is possible to start off by studying at Award level and then later upgrading to Certificate or to Diploma level.

### COURSE DURATION:

**12 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.