



Course Outline

Business Document Production

- Designed for:** Those who wish to gain an OCR Level 2 Certificate or Diploma in Text Processing
- Prerequisites:** Familiarity with a word processing program and keyboarding skills
- Objectives:** To prepare those who wish to take the OCR Text Production examination at level 2 (mandatory unit of the Text Processing Certificate or Diploma)

Course Content

- Lesson One – Including: Keying in a business letter using the correct layout, keying in a memo and a report, recognising spelling errors and correcting them, correctly expand abbreviations, changing line spacing within a document, emphasising text as instructed
- Lesson Two – Including: Recognising and interpreting amendment and correction signs in order to produce correct copy, producing a letter and memo that include a special mark, locating and incorporating a forward date, keying in a report with a change of line spacing.
- Lesson Three – Including: Producing documents from written draft that includes special marks and continuation pages, recognising and correcting errors of agreement, transposing text vertically, inserting missing punctuation, locating and correctly inserting text not included in the written draft, being aware of the importance of consistency of style in relation to figures
- Lesson Four – Including: Keying in a letter, memo and report observing all instructions, locating and correctly inserting information contained in another document. Completing the three documents within 1¼ hours. Revision of all topics covered in the course.

Benefits

- The opportunity to gain a Level 2 unit qualification
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A personalised workbook to use as a reference guide on completion of the course
- The opportunity to gain the widely recognised Pitman Training Certificate

Course duration: 6-8 hours

What next: Audio Transcription Level 2
Mail Merge using Word 2003
Other units within the Text Processing qualification