

## Business Text Processing Diploma

(leading to an OCR 'Oxford, Cambridge and Royal Society of Arts' Text Processing Level 2 Qualification)

**Designed for:** Individuals who wish to gain competency in essential office and computer skills.

**Objectives:** To provide you with the vital business skills to enable you to produce business documents to meet the requirements of an organisation.

### Course Content

#### Core Subjects

- **Computer Keyboard Skills** – (OCR Unit 9 Speed Typing) Learn how to touch type accurately, using the correct keyboard technique.
- OR**
- **Keyboard Speed Development** – (OCR Unit 9 Speed Typing) Develop your typing speed to improve productivity using graded copying exercises and timed dictations. A number of stages are available, taking you up to a speed of 70 wpm.
  - **Business Document Production** – (OCR Unit 1 Text Production) Develop skills and understanding of routine and complex business documents and the conventions used in their production and presentation.
  - **Microsoft Word** – Learn word processing skills to a good business standard. This course will enable you to create professional looking documents, produce tables, insert pictures and much more.

#### Recommended Electives – choose ONE\* or THREE\*\* (depending on OCR qualification required)

- Audio Transcription (OCR Unit 2 – Audio Transcription)
- Legal Secretarial-An Introduction (OCR Unit 4 – Legal Text Processing)
- Medical Audio Transcription (OCR Unit 6 – Medical Audio Transcription)
- Microsoft Mailmerge (OCR Unit 5 – Mailmerge)
- Microsoft PowerPoint (OCR Unit 3 – Business Presentations)

**The above are recommended electives for this Diploma. To achieve OCR recognition, students will be required to achieve a range of units from the Text Processing qualification. Please discuss the options with your Course Advisor.**

### Benefits

- Equip you to start a new career
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- Personalised workbooks to use as a reference guide on completion of your training
- The opportunity to gain a Pitman Training Diploma that is recognised nationally and internationally by employers

**Guideline Learning Time: 3 weeks full-time\* Certificate Level (80 hours flexi study)\***

**4 weeks full-time\* Diploma Level (110 hours flexi study)\***

*\* based on 20-30 hours a week*