



Business Document Production



Text processing, whether it's part of secretarial training or another discipline, is an integral part of business document production. This course consists of four simple but comprehensive lessons ensuring you cover every aspect of the speciality.

IS THIS FOR YOU?

This course is for anyone who is either looking to work, or currently working in roles such as Admin Assistant, Secretary, Office Assistant or Receptionist.

ABOUT THIS COURSE

Text processing, whether it's part of secretarial training or another discipline, is an integral part of business document production - an important aspect of communication skills training.

In four simple but comprehensive lessons, spread over 6-8 hours, you'll cover every aspect of the discipline including correct layout, spelling and corrections, amendments, missing punctuation, keying in letters, memos and reports and correctly inserting information from other documents.

This is a course designed to be flexible - since it's based on the self-study concept, you'll be able to train when it suits you. Once your training is complete, you'll have a workbook to keep as a handy reference guide. And, of course, the Pitman Training name on your CV will always be of benefit.

To enhance your skills even further, we suggest you consider other courses within our Text Processing qualifications, or Audio Transcription Level 2.

The lessons within this course cover the following: -

Lesson One: 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: 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: 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: Keying in a letter, memo and report observing all instructions, locating and correctly inserting information contained in another document. Completing the three documents within 1 ¼ hours. Revision of all topics covered in the course.

AIMS AND OBJECTIVES

The aim of this course is to help prepare those who wish to take the OCR Text Production examination at level 2 (mandatory unit of the Text Processing (Business Professional).

PRE-REQUISITES

Prior to doing this course familiarity with a word processing program and keyboarding skills would be ideal.

CAREER PATH

This course will give you an essential skill that anyone wanting to work in Office Administration required. With this on your CV you could look towards working in roles such as Secretary, Office Assistant, PA, EA, Virtual Assistant.

COURSE DURATION: BETWEEN 6-8 HOURS

(Actual course duration will vary from individual to individual, based on prior skills and application).



CPD POINTS: 8

(Awarded CPD points upon successful completion).

To find out more about this or any of our courses, speak to one of our course advisors.



To discuss your current skills and aspirations call:

263 8644 221029

or visit: www.pitman-training.co.zw

