



Audio Transcription Level 1

Audio Transcription is a valuable skill to gain, with applications in many industry sectors. This course will help you learn how to operate audio transcribing equipment and become proficient in document transcription.



IS THIS FOR YOU?

If your role involves having to transcribe documentation from a Dictaphone, this course will help you get to grips with the practicalities involved in this. It is also a great course if you're looking to bolt-on additional skills to your skillset to appeal to prospective employers.

ABOUT THIS COURSE

Audio Transcription is an invaluable skill to gain, with applications in many sectors of the workplace. Although there are many audio typing courses on offer, this one from Pitman Training is the very best.

Work at your own flexible pace, get one-on-one help from course advisors and choose your own hours.

You'll have the benefit of gaining first-class audio typing skills with the Pitman Training name on your CV to prove it - and you'll be ready for our Audio Transcription Level 2 course. You'll also have the skills required to gain the OCR qualification in Audio Transcription Level 1.

This course is split into 5 lessons. Starting at the basics of transcribing straight forward paragraphs, moving on to more complicated formatting requirements, commonly mis-spelt words, different business document formats etc. this course aims to gradually increase your speeds using audio transcription equipment to confidently and accurately produce business documentation.

AIMS AND OBJECTIVES

In Audio Transcription Level 1, you'll learn how to operate audio transcribing equipment; how to transcribe sentences, paragraphs, business memos, correspondence and reports; how to use invaluable, time-saving keyboard shortcuts to format your work; and how to handle mis-spellings and sound-alike words.

PRE-REQUISITES

We would recommend that you already have some existing, proven touch typing abilities and familiarity with Microsoft Word.

CAREER PATH

Having the skill of audio transcription on your CV can open doors in some very niche industries. For example, you could seek out a career as a Medical Secretary, Legal Secretary where you'll be required to transcribe some very specific documentation using audio files. Continuing your learning path and enhancing your speed and accuracy will help progress your career to more senior level positions.

COURSE DURATION: 15 HOURS

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



CPD POINTS: 15

(Awarded CPD points upon successful completion).

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

The best way to predict the future **is to create it.**

To discuss your current skills and aspirations, or to book your course, call...

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