

OCR Text Processing Level 2 Award

This course was designed to prepare students for the OCR Text Processing Level 2 Award, part of the OCR Text Processing (Business Professional) range of qualifications.

COURSE CONTENT

The course involves typing, word processing and printing a variety of business documents including, letters, reports, menus, notices and advertisements. It also includes learning abbreviations, spellings and correction signs, moving and copying text, emphasising text, changing margins, changing the line length and dealing with a distraction. The course also covers the use of tables and pictures.

COURSE DURATION:

20 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.

CERTIFICATION:

OCR has taken the decision to withdraw this qualification and it is no longer possible to take the OCR examinations.

Students who successfully complete the end of course assessments will be awarded the Act Assessed Certificate (AAC). Students who pass optional on-line tests will be awarded the Act Invigilated Certificate (AIC).

PLEASE NOTE:

This course is designed for people with a good understanding of at least one Word Processing program such as Microsoft Word. It is **not** designed for people who need to learn how to use a Word Processing program. We run courses in all the popular Word Processing programs where this training is needed. Please ask for further details.

Workbooks are provided for this course, which are excellent sources of reference material once the courses have been completed.

Please note that course durations are approximate and depend on general aptitude and typing speed.