

OCR Level 2 Certificate TEXT PROCESSING (Business Professional)

Text Production

Word Processing

Audio Transcript

Medical Audio Transcript

Medical Word Processing

Legal Audio Transcript

Speed Keying

Why choose these qualifications?

The aim of these qualifications are to develop candidates':

- Understanding of a range of business documents and the conventions used in their production and presentation.
- Ability to use keyboards and keyboard functions.
- Proofreading skills.
- Skills and competences needed to produce quality work with a high degree of accuracy.

Basic ICT AQA Unit Scheme Award covering Internet/Email & Word

ECDL Extra Level 2

ECDL Advanced Level 3 Word/Excel & PowerPoint

ECDL Flexiquial Advanced Level 3

These qualifications give candidates the opportunity to:

- Achieve a nationally recognised qualification valued by employers.
- Prepare for entry into employment.
- Progress within employment or to study in Further Education.

