

OCR Text Processing

OCR TEXT PROCESSING

Student representative

Chloe Easton



Exam Board: OCR

Duration: 1 Year

What is it worth?

Level 1 – GCSE D - G

Level 2 – GCSE A* - C

Level 3 – AS Level

Why take this course? Who is it for?

OCR level 3 Diploma is a progression route for those students who have achieved the level 2 national certificate at grade pass and distinction

What does this course involve?

In this course you will cover some exciting units including:

Text and word processing, mailmerge, document presentation, audio typing, business presentation, speed keying & computer keyboard skills.

What possible progression routes are available after taking this course?

You can choose to either continue with the Level 2 Business Professional course or complete a further 2 units of work to achieve a Level 3 Diploma. After the Level 3 course you can progress onto a wide range of courses available, such as, Clait and shorthand.

What are the special features?

Students will be taught touch typing prior to the course to enable them to complete the exam in the relevant time scale. This will not only enhance their progression in the OCR text processing but also enable them to complete coursework in other subjects at speed time in addition to enhancing their grammar.

What possible careers follow on from this course?

ICT fits in across most careers but if you wish to specialise in an office career you may want to consider some of the following examples: receptionist, secretarial work and administration.

How you will be assessed?

Exams are held every three months and posted to the examining board.

Who do I see for further information?

Current results
87.5% A-E