

Ocr Text Processing Business Professional Level 2 Book 1 Text Production Word Processing And Audio Transcription

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Text Processing (Business Professional) Unit Title: Word Processing OCR unit number: 06999 Level: 2 Credit value: 5 Guided learning hours: 50 Unit reference number: T/505/7086 Unit aim This unit aims to equip candidates with the ability to produce, from handwritten and recalled text using a word processor, a variety of business documents to a standard that meets the requirements of employment.

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Unit Title: Text Production – Screen Reader OCR unit number: 00005 Level: 2 Credit value: 5 Guided learning hours: 50 Unit reference number: L/505/7093 Unit aim This unit aims to equip candidates with the ability to produce, from draft material, a variety of routine business documents to a standard that meets the business document production requirements of employment.

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Text Processing (Business Professional) is a separate suite of qualifications and any centres wishing to offer these units must be approved to run these qualifications separately from their approval to run the Administration (Business Professional) suite. All Text Processing (Business Professional) units must be entered and paid for separately.

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OCR Text Processing (Business Professional) Level 1 Book 1 Text Production, Word Processing and Audio Transcription Paperback – 26 Feb. 2010 by Pam Smith (Author), Beverley Loram (Author), Jane Quibell (Author), 4.7 out of 5 stars 5 ratings See all 4 formats and editions

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