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The full OCR Level 1 Diploma in Text Processing (Business Professional) is awarded when the candidate has successfully completed units to the value of at least 37 credits. • Four of these credits must come from the Level 1 core unit, Text Production 06966 or Text Production – Screen Reader 00004.

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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) Unit Title: Medical Word Processing OCR unit number: 06996 Level: 2 Credit value: 5 Guided learning hours: 50 Unit reference number: J/505/7089 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 routine medical business documents to a standard that meets

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Following the withdrawal of the Text Processing units in 2017, learners taking Administration (Business Professional) will still be able to use any prior achievement of Text Processing units for certification. This qualification offers an introduction to routine administrative practice. It provides accreditation for the key knowledge, skills and understanding that would be needed by a new employee in an administrative job role.

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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.

[Administration \(Business Professional\) - OCR](#)

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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OCR Text Processing (Business Professional) Level 3 Book 1 Text Production, Word Processing and Audio Transcription by Smith, Pam, Loram, Beverley, Ray, Jean, Dakin, Lesley, Buxto (2010) Paperback on Amazon.com. *FREE* shipping on qualifying offers.

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