



OCR CLAIT/OCR Text Production & Word Processing Computer Group

What is the course about?

For CLAIT learners (see CLAIT information leaflet).

The Text and Word Processing course has been designed to develop and recognise candidates' ability to produce a variety of straightforward business documents to meet the requirements of employment. Therefore this course is ideal for learners who are studying in preparation of employment or who would like to know how to present letters etc. in the correct way for personal use.

What will I learn?

How to present business documents (letters, memos etc.) correctly
Develop your skill in using the keyboard
Develop your understanding of the importance of accuracy and improve proofreading skill

Entry Requirements

There are no formal entry requirements for this qualification

What will I need to bring with me?

A pen and a notebook to make your own notes

How will I learn?

The following teaching methods (ways of supporting learning) will be used during this course

- OCR prepared assignments
- Handouts
- Demonstration
- Question and Answer

How will my learning be assessed?

The tutor will mark the learners work on a weekly basis

What qualifications will I get?

CLAIT 2006 Certificate/Diploma
The OCR Level 1 Award in Text Processing.
The OCR Level 1 Award in Word Processing

Are there any extra costs?

No

What can I do next?

Candidates who are successful in the level 1 qualifications can move onto level 2