

WHY CHOOSE OCR TEXT PROCESSING QUALIFICATIONS?

The OCR suite of qualifications will equip you with business skills and help you to achieve success in the following areas:

ACCURACY AND EFFICIENCYThe individual Units studied will help you in developing accuracy and speed. Just think of the time you will save producing essays and coursework. The skills will improve your efficiency in developing AS and A Level related material for teachers and examiners. The skills will improve the speed at which you can complete work. You gain personal satisfaction and confidence by producing high-quality accurate work

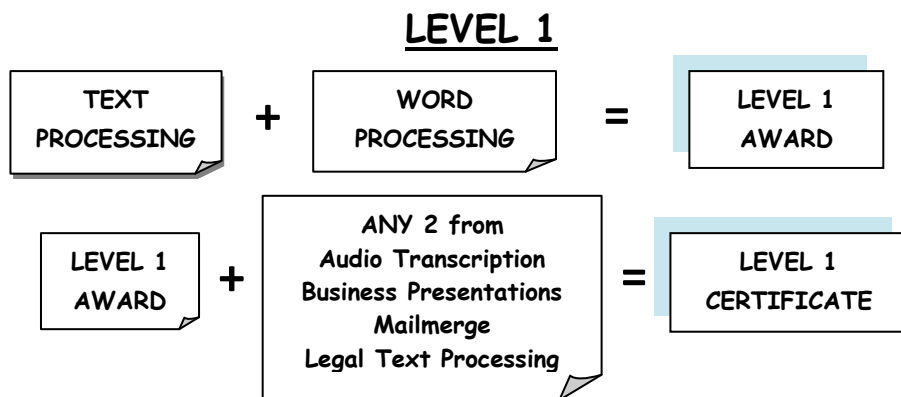
COMPETENCYThe skills will equip you with the ability to produce a variety of documents presented in a professional and consistent style. They are relevant skills that will be an essential requirement in any workplace

CONFIDENCEDevelop skills, knowledge and understanding of Word 2007 that meet the requirements of any modern business environment. Develop core business skills to suit your ability in areas such as keyboard functions and creating complex and specialist business documents

GAIN RECOGNITIONThese qualifications are recognised in industry as the 'GOLD STANDARD' for business professionals and will assist you in gaining employment in either full-time or temporary positions. Many of our students reaching Level 3 gain holiday jobs whilst at university using these qualifications.



Each examination is a qualification in its own right. The qualifications then go together to make an overarching qualification at each of the 3 levels. For example, at Level 1 as shown below, you can gain an AWARD qualification by doing 2 exams, and then a CERTIFICATE qualification by doing 2 further exams.



The results for last year are summarised here. This year even more courses are offered as OCR brings in new arrangements for the Text Processing (Business Professional).



RESULTS FOR 2008-2009

Exam	Entries	Distinction	Pass	Fail
Level 1				
Text Processing	100	65	32	3
Word Processing	94	63	23	8
Business Presentations	38	37	1	0
Mailmerge	41	21	15	5
Legal	18	14	3	1
Audio Transcription	8	6	1	1
Level 2				
Text Processing	36	24	9	3
Word Processing	33	11	17	5
Audio Transcription	17	8	7	2
Business Presentations	19	14	3	2
Document Presentation	8	4	2	2
Mailmerge	9	2	5	2
Level 3				
Text Processing	14	2	6	6
Word Processing	9	4	2	3
Document Presentation	5	3	2	0
Audio Transcription	5	1	3	1
Totals	454	279	131	44

If you want to do it, IT it

What's On Offer?

To provide certification Greenhead College uses the OCR Text Processing (Business Professional) qualifications. The qualifications start at Level 1 and proceed to Level 3, the highest available. Within this series there are a large number of options you can pursue. The choice of certificates will depend on your overall aims or career path.

To improve your general production of documents there are the **Text Production** and **Word Processing** qualifications. These build your ability to produce business quality, professional documents which are error free, and use efficiently the important features involved in the word processing software.

You can develop your ability to produce presentations using Powerpoint, by doing the **Business Presentations** qualification at Levels 1 and 2. Many students return from university saying how useful this has been when they have had to make presentations to different groups.

GREENHEAD COLLEGE

OCR TEXT PROCESSING COURSES

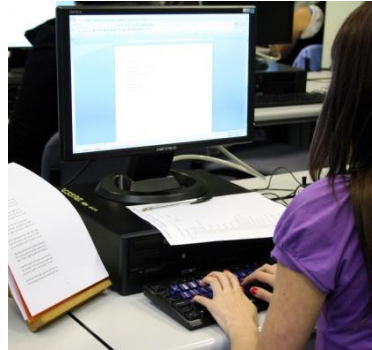
Legal Text and Word Processing at Levels 1 and 3 are very useful for those who are looking at career progression into the legal profession. They are also very useful qualifications to gain temporary work in agencies etc.

Document Presentation at Levels 2 and 3 involve the combining of text and images, along with the use of symbols within documents. It also requires documents to be produced within very specific guidelines for publications.

Mailmerge at Levels 1 and 2 provide skills in the combining of a standard document with a data source of resource information. This enables personalised letters etc to be produced. Clearly a significant business application.

Speed Keying Qualification

To be efficient at the computer, it is important that you can use the keyboard to the max. This means being able to touch type properly. We encourage all students doing our courses to learn to touch type. We also provide dedicated courses which focus on touch typing as the most important part. If you choose to make the effort, by the end of the year, you will be a very good touch typist.



WHAT DO OUR STUDENTS THINK ABOUT THE IT ENRICHMENT COURSE?

"This is an excellent opportunity to improve your IT skills and definitely worthwhile. **Looks great on your CV and UCAS application.** It widens your job opportunities and makes you stand out from the rest."

"To have been able to gain so many different qualifications in one year, **has given me a sense of accomplishment.** A very practical enrichment activity. Highly Recommended."



"I GAINED EMPLOYMENT!!
Without the skills achieved, I would never have gained the recognition and experience needed. Friendly staff to guide you through every step of the way. THANK YOU!"

"Definitely an enjoyable experience. The practical skills learnt **have improved my accuracy with proof-reading and saved me so much time** with my coursework. I wish I had started the course sooner."

The college has always recognised the importance of IT skills for all our students, whatever their career expectations. We therefore make IT facilities widely available to all students, by offering courses which certificate the skills acquired in practical IT subjects.

These qualifications are recognised in industry as the 'GOLD STANDARD' for business professionals and will assist you in gaining employment in either full-time or temporary positions. Many of our students reaching Level 3 gain jobs, during university holidays, using these qualifications; obviously helping to keep university debts to a minimum.

Our aim is to offer as many students as possible these OCR IT certificates. You will gain evidence showing excellent IT skills for UCAS and other application forms.