Word Processing & Text Production

QQI/FETAC Level 5

SOME BENEFITS & CONTACT DETAILS

Course delivered over six days - in Cashel Town

Module codes 5N1358 and 5N1422 (Two modules for one price)

23rd, 24th, 30th, 31st August, 6th, 7th September 2017

Contact 0504 49155 or email info@2upskill.com

Basic Computer Skills Required

Course Aims

This programme module aims to equip the learner with the knowledge, skills and competence to use a word processing application to produce documents in a variety of contexts to a mailable and publishable standard whilst working autonomously and under general direction. Learners should be encouraged to develop thought processes which will allow them to disseminate a task into component tasks and develop the resourcefulness to be able to undertake the tasks.

This programme module also aims to equip the learner with the knowledge, skills and competence to produce a range of documents to a mailable standard, within a minimum speed of 35 words per minute.

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