

Course Objective

This course is relevant to those in employment who wish to update their Word Processing and Desktop Publishing Skills and receive certification, people who wish to return to the workforce and be trained in keyboarding, word processing and desktop publishing applications.

Course Content

- Text Processing 1
- Text Processing 3

- Text Processing 2
- Desktop Publishing

Entry Requirements

Direct Entry/Five years relevant experience required

[FOR FURTHER INFORMATION ON MINOR AWARDS](#)
See page 4

Key Information

DURATION	2 Semesters (2 evenings per week 7pm to 10pm) Each semester will run over 12 weeks
QUALIFICATION	Certificate in Word Processing/Desktop Publishing - Minor Award
COST	€1,280
START DATE	September 2008

Progression Opportunities

This minor award is 20 ECTS credits. Successful completion contributes 20 ECTS credits towards the completion of the BA (Hons) in Information Systems Management.