INFORMATION TECHNOLOGY APPLICATIONS L3

Course Description

The aim of this this full time programme has been designed to enable learners to develop their ICT skills in Computer Literacy, Word Processing, Spreadsheets and Database Software.

Certification

Upon successful completion of this course, the learner will receive a QQI Level 3 Component Certificate for the following Awards:
Computer Literacy, Word Processing, Spreadsheets and Database

Assessments

The assessments on this course are portfolio based.

Course Content

COMPUTER LITERACY: (3N0881) Describe the role of computers in everyday life and operate a personal computer safely in a supervised environment.

WORD PROCESSING: (3N0588) Create a limited range of clear and accurate documents using a word processing application within a supervised environment.

SPREADSHEETS: (3N0542) Use spreadsheet applications to perform a limited range of calculations in a supervised environment.

DATABASE: (3N0550) Understand the basic concepts and functions of databases. To record, store and access information using a computerised database application in a supervised office environment.

CAREER PLANNING AND JOB SEEKING SKILLS: Plan and achieve realistic work goals. Learners will create an up to date CV along with the skills needed to complete a formal interview.

Job Opportunities

Successful completion of these awards will enable the learner to progress to appropriate ICT programmes at a higher level.

Learner Entry Requirements

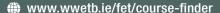**Education:** No formal educational qualifications are required. Priority will be assigned to jobseekers with low skills or low educational levels who wish to progress their employment chances or achieve certification to an identified level on the National Framework of Qualifications in conjunction with an agreed career and skill development plan.

Aptitude: Basic numeracy and literacy are essential. Good command of the English language required in order to understand instruction and undertake required assessments.

NEXT COURSE
Starting in **2024/2025**

For further details contact
087-1958761 / 051 301500 or **recruit@wwetb.ie**