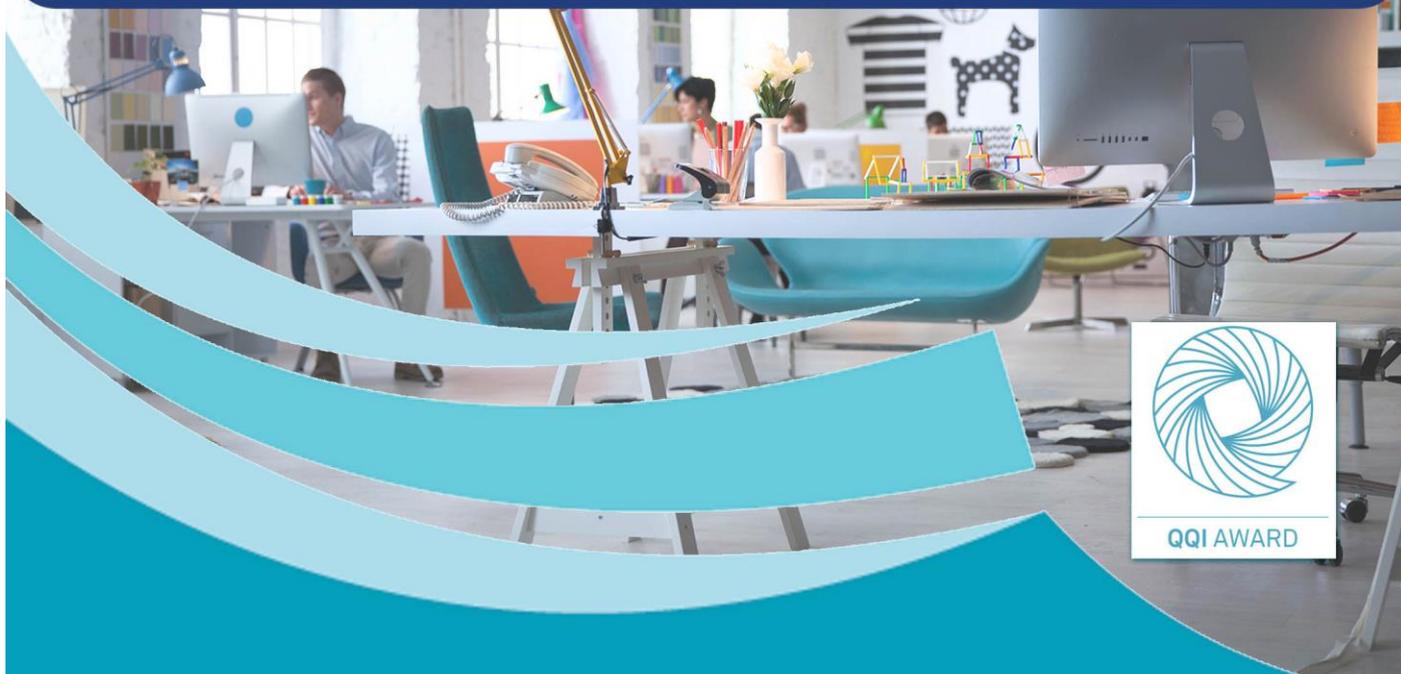


LIR BUSINESS SERVICES & TRAINING CENTRE LTD.

QQI Text Production 5N1422

Course Information



| P: 044 - 934 2754 | | W: www.lirbusinesscentre.com |
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Programme Objectives

QQI Text Production 5N1422

The aim of this award is to provide the Learner with the knowledge, skill and competence to produce a range of documents suitable for an office environment to a mailable standard within a minimum speed of 35 w.p.m. This module has been developed to enable learners to produce an extensive range of documents using at least one of the following: keyboard or voice input. The focus of the module is on skills and knowledge required to produce documents to a good, acceptable standard.

Entry: Leaving Certificate, QQI Level 5 Certificate or equivalent life/work experiences.

Learning Outcomes

1. Examine accepted rules of text production, including punctuation, spacing and word division.
2. Examine accepted formats and conventions for a range of commonly used business documents, to include, letters.
3. Explain the importance of accuracy and the impact of errors in an organisation's documentation, both internally and externally.
4. Input text and data accurately from a given source demonstrating correct text production techniques.
5. Apply accepted rules of text production including punctuation, spacing and word division.
6. Format and emphasise text, using block indented and hanging paragraphs and horizontal and vertical centering.
7. Employ dictionaries and thesaurus to proofread documents accurately.
8. Use correct abbreviations for measurements, weights, money and time.
9. Produce documents in a range of layout styles including: letters, agendas, minutes, memos, invitations, reports and forms.
10. Insert appropriate references in documents, including, dates, reference numbers, special headings, appropriate marks for circulation and enclosures.
11. Output tabular statement or table in acceptable format with or without ruling.
12. Use standard speed building techniques.
13. Design documents that are consistent in layout, style and form.
14. Input text accurately from source within a specified time.
15. Attain a minimum speed of 35 wpm.
16. Attain a minimum accuracy of 97%.

Assessment

Examination - Practical 80% and Skills Demonstrations 20%

Duration

This Programme comprises of 1 module. The duration of this module is typically 150 hours. This is a combination of 50 hours of Directed Learning and 100 hours of Self-directed learning. The 50 hours of Directed Learning takes place in Classroom Attendance and 'Live' Tutor Online Classes. Self-directed Learning is learner-led, and it includes self-directed study, through Lir eLearning Hub, preparation and reflection time. There are Virtual Office Hours throughout the week also to give you the opportunity of meeting your Tutor online if you have any queries.

A Blended and Online Course with 'Live' Tutor classes, optional Virtual Office Hours and Tutorials and One-OR 5 x Workshops (1 day per week) or 8 x Evening Classes plus self-directed learning with online support.

Fees and Payment Options

- Course fee: see www.lirbusinesscentre.com or phone Lir Reception 044-9342754 for a Quote.
- Payment 1) In full, or 2) Flexi-payments/Funding 3) In-Company - separate quote.
- You may qualify for funding by contacting your local Intreo/DSP Office.

Entry Requirements

It is expected that you will have a range of learning styles, strengths and needs related to the programme and have the capacity to take responsibility for your own learning within the managed classroom and online environment provided by Lir Business Services & Training Centre Ltd.

A competency test may be carried out for English language and literacy and/or keyboarding/computer skills to ensure that you have the skills necessary to complete the programme.

Delivery Mode(s)

Delivery modes include:

- Centre-based (face-to-face 'Live Tutor' instruction/in a classroom/and online class environment)
- Workplace learning
- Blended learning (hybrid model where a portion of learning is classroom-based and a portion of which is web-based learning)

Learner Progression

Learners who successfully complete this course may use the associated credits towards a Major Award.

For more information, visit www.lirbusinesscentre.com