

Adult Education Evening Courses

Computers For Beginners

Cost	€120
Duration	8 Weeks
Times	Mondays – 7.30 to 9.30 pm
Tutor	Sinead Gaffey
Description	<p>The aims of the programme are to</p> <ul style="list-style-type: none"> a) enable the learner develop the knowledge, skills and competence to explain a range of information technology concepts and terminology; b) describe the impact of information technology on personal, working and community life; c) manage files, folders and directories; d) navigate specific internet sites; e) create and manage a personal email account; f) develop skills in data entry and word processing
Certification	Moate Business College Certification