Lir | Business Services & Training Centre Ltd

Established 1988

QQI Information Technology 4N1125
Course Information

2017 – 2018

Next Start Date: _____   42 Mount Street, Mullingar, Co. Westmeath. Ph: (044) 934 2754

QQI Information Technology Skills 4N1125

The purpose of this award is to equip the learner with the knowledge, skill and competence to use applications in information technology. It is designed to develop skills in data entry, word processing, file management and using the internet, along with some basic, everyday theory and terminology.

Entry Level – Junior Certificate or equivalent, and/or life/work experiences.

Learning Outcomes

1. Explain a range of information technology concepts and terminology to include computer, computer hardware components, system and application software, input devices, output devices, data storage devices, bytes, files, folder/directory, drives, memory, LAN, WAN, and the internet
2. Describe the impact of information technology on personal life and working or community life
3. Manage files, folders or directories using a range of common file management features to include create, rename, delete, copy, move, locate and save to range of drives
4. Use a data entry application to enter data using text, alpha, numeric and special characters to a minimum speed of 15 words per minute
5. Access a word processing package to open a file, enter and edit text by inserting and deleting characters, words, sentences and paragraphs
6. Format text using a range of format tools to include joining and splitting, line spacing, indentation, justifying and alignment
7. Enhance text using a range of enhancement tools to include bold, underline, italicize, font and font size
8. Edit a block of text using a range of editing tools to include move, copy and delete
9. Navigate specific internet sites through a browser with specific 5 links identified
10. Use a range of functions in a webmail application to create, reply, cc, bcc, and add attachments to emails
11. Manage a personal email account to include inbox, read/unread, deleted items, trash, drafts, and contacts/address book
12. Produce an accurate hard copy of a 50-70 word document by proof reading, and using spell check, save, and print features
13. Produce a hard copy of specific information located on the internet

Assessment

Theory Examination 20% and Practical Examination 80%

Duration

3 x 10hr classes plus Self-directed fully supported learning.

Fees & Payment Options

- Course fee: in full €280, or 2) Flexi-payments/Funding 3) In-Company - separate quote
- You may qualify for funding by contacting your local Intreo/DSP Office.

Learner Progression

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

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