

LIR BUSINESS SERVICES & TRAINING CENTRE LTD.

QQI Spreadsheets Advanced 6N4089

Course Information



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Programme Objectives

QQI Spreadsheets 6N4089

This programme module aims to equip the Learner with the knowledge, skill and competence to design and create spreadsheets using advanced spreadsheet techniques working independently or within a supervisory capacity. Use of licensed Microsoft Software for classroom and self-directed use.

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

Learning Outcomes

1. Describe spreadsheet design principles to include requirements analysis, solution design, data inputs and expected outputs, data formats, and worksheet layout.
2. Customise the user interface to optimise application usability by creating default file locations, customising toolbars, creating custom menus, showing and hiding rows and columns, freezing panels, and using multiple windows.
3. Use advanced application-provided data manipulation capabilities to include logical, mathematical, text and financial functions and formulae.
4. Automate routine multi-step tasks through the creation, execution, and management of complex macros.
5. Debug spreadsheet errors using features such as formula auditing
6. Analyse spreadsheet data using pivot tables, charts and graphics.
7. Enhance spreadsheet usability through worksheet and cell protection, data validation, and conditional formatting.
8. Design a spreadsheet to meet an advanced specification, implementing a comprehensive range of spreadsheet features to produce the required outcome.
9. Assess the suitability of using a spreadsheet to achieve a given requirement.
10. Critique spreadsheets created by others to include recommendations for any required changes.

Assessment

Project 60% and Examination 40%

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.