LIR BUSINESS SERVICES & TRAINING CENTRE LTD.

QQI Word Processing 5N1358

Course Information
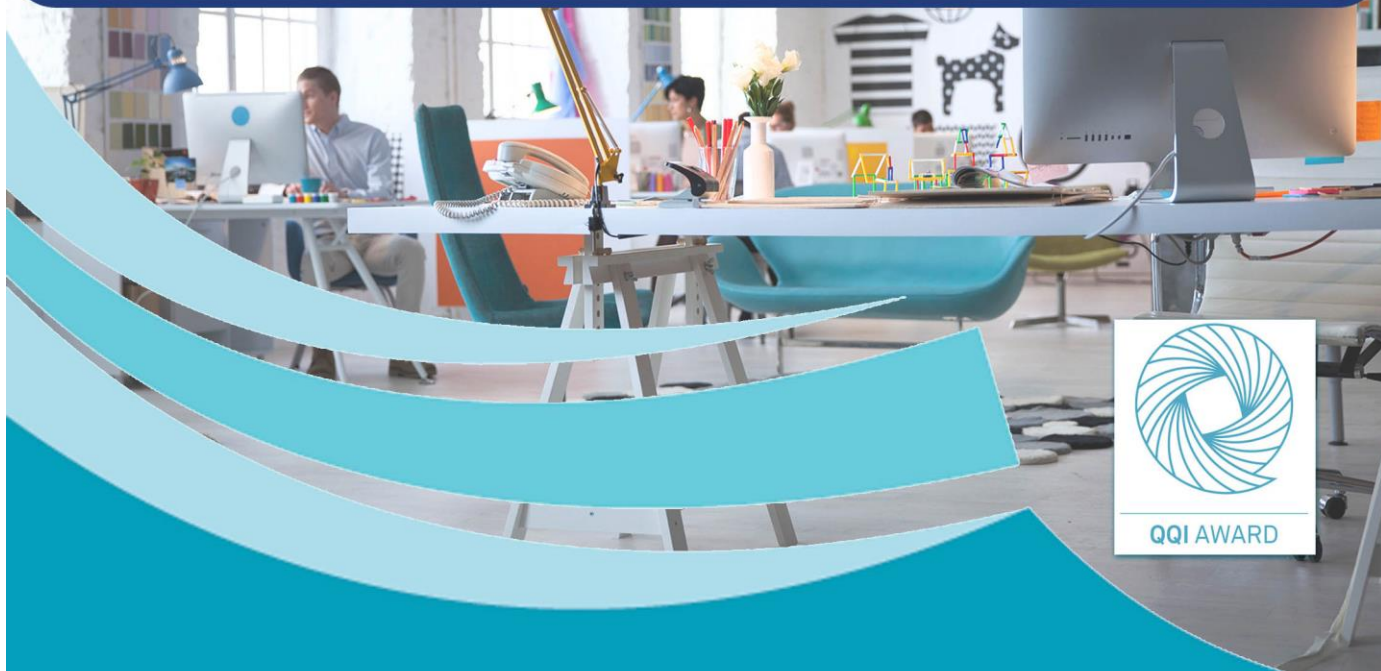
Programme Objectives

QQI Word Processing 5N1358

The aim of this award is to provide the Learner with the knowledge, skill and competence to use a word processing software application to produce a variety of documents to a professional standard.
Entry: Leaving Certificate, QQI Level 5 Certificate or equivalent life/work experiences.

Learning Outcomes

1. Describe a typical word processing application in terms of common uses, and features including – text manipulation, document formatting, graphics, tabs, tables, mail merge and label printing.
2. Identify frequently-used toolbar icons and related functions associated with file handling and text formatting.
3. Create documents applying a range of text processing features including – margins and line spacing, indenting text and paragraphs, borders and shading, numbering and bullets, copying and pasting text, enhancing text.
4. Perform initial document configuration using page setup features to include – headers and footers, page numbering, paper size and orientation.
5. Use a range of proofing tools including – spell check, thesaurus, search and replace.
6. Apply file management facilities, including – creating files and folders, saving files in different formats, copying files and folders, renaming files, accessing file details, finding files using search facility.
7. Apply a range of table features including – creating tables, resizing, merging cells, inserting or deleting columns and rows, aligning text, applying borders and shading to tables and sorting table content.
8. Create mail merge and labels.
9. Use markup capabilities to make track changes to documents.
10. Produce a range of different types of documents using common word processing features including – manual text formatting, applying styles, creating tables, inserting and manipulating graphics.
11. Print mailable documents and labels using a range of print features, to include – print preview, single and multiple copies, printing specific pages, selecting parameters and adjusting the appearance and positioning of text and graphics.
12. Use a word processing application to create a file from a document template by performing all required steps including creating and storing the template, entering data, and printing and storing the file appropriately for subsequent retrieval.
13. Improve personal performance by using additional resources such as the help facility to solve familiar and unfamiliar word processing problems.

Assessment

Examination Practical 80% and Assignment 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