Lir | Business Services & Training Centre Ltd

Established 1988

QQI Computer Applications
4N1112
Course Information

2017 – 2018

Programme Objectives

QQI Computer Applications 4N1112

This module has been designed to provide learners with an understanding of and practical experience in the use of the common generic applications (i.e. Database, Spreadsheets and Computer Graphics). It provides an introduction to computer applications which will enable the learner to use the computer in a working environment and to proceed to further modules in each of the applications at Level 5.

Learning Outcomes

1. Explain database and how database systems are used in organisations

2. Describe the structure of a database

3. Describe the structure of a spreadsheet

4. Identify applications suitable for spreadsheets

5. Identify applications suitable for graphics software

6. Use the terminology appropriate to database software, spreadsheet software and graphics software accurately

7. Use database software to create a database file to include enter and edit data, add new records, delete individual records, add new field to existing record and save

8. Use spreadsheet software to create a spreadsheet to include enter and edit numeric and character data

9. Modify a spreadsheet by inserting and deleting rows and columns, adjusting column widths and formatting column entries

10. Use graphics software to create drawings to include clipart, colour, shape, size, text, enhance text

11. Operate the database effectively by browsing, querying and sorting the database on a single field

12. Apply a range of formulae and functions over a range of cells using relative cell references to include mathematical operators, SUM and AVERAGE functions

13. Produce a hard copy of drawings modified using colour, shape and size

Entry Requirements: Junior Certificate, QQI Level 3 Certificate or equivalent life/work experience

Assessment

3 x Practical Examinations (35%, 35% and 30%)

Duration

10 x 3 hour 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.

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