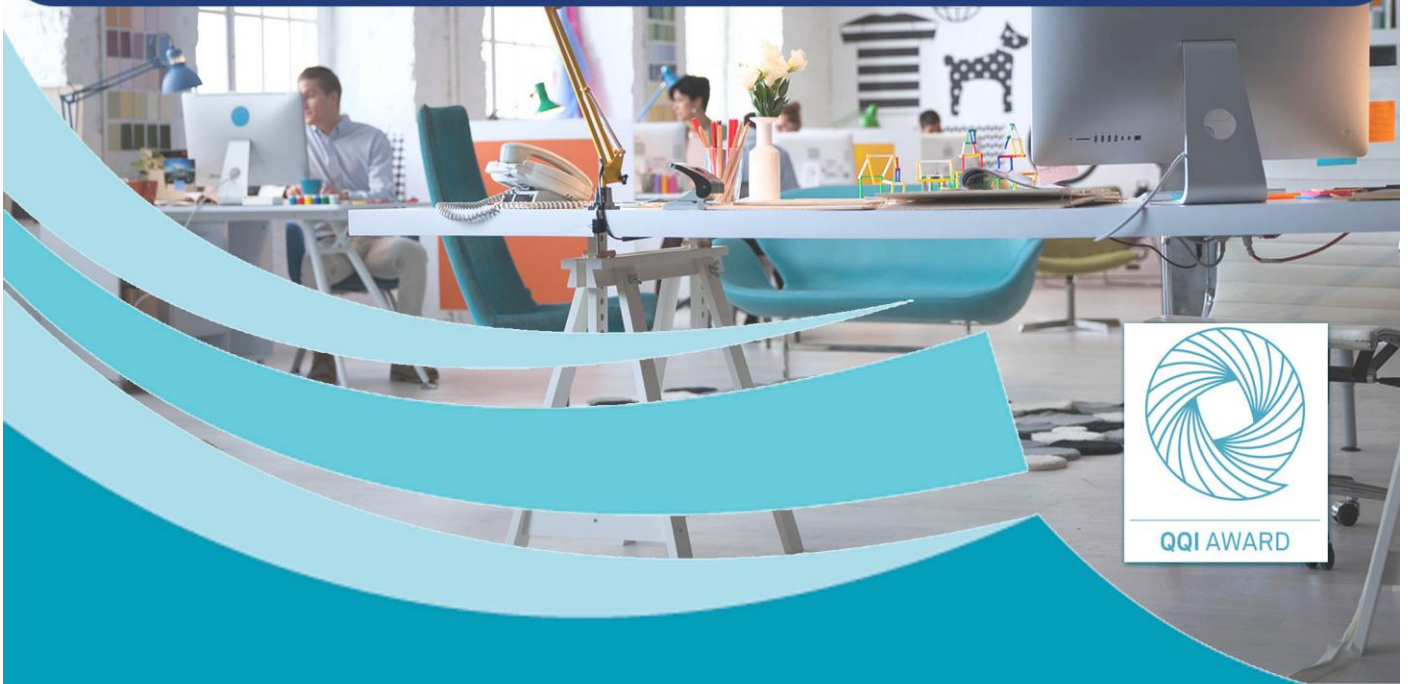


LIR BUSINESS SERVICES & TRAINING CENTRE LTD.

QQI Word Processing 6N4977

Course Information



| P: 044 - 934 2754 | | W: www.lirbusinesscentre.com |
| E: training@lirbusinesscentre.com |

Programme Objectives

QQI Word Processing 6N4977

This module is an advanced certification programme through which Learners can demonstrate their ability to use the advanced features of word processing applications to improve their work, improve productivity and save time. Completion of this module will enable Learners to demonstrate professionalism and save time in the creation, production, review, and distribution of documents.

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

Learning Outcomes

1. Manage a word processing application to include customizing menus and toolbars and automating common tasks by using macros
2. Utilize advanced file handling techniques to include, converting files to suitable format, creating files and folders, advanced search functions and extracting data as appropriate
3. Generate complex documents using tools and techniques to create tables and texts to include creating templates, inserting headings, footnotes and endnotes, watermarks and numbered paragraphs, indexes, tables of contents and cross-references
4. Organize information of different types within a document to include exporting and importing objects between different software, and reference external data using hyperlinks and embedded documents
5. Format complex documents using tools and techniques for characters, paragraphs, sections and columns, format text in different sections and create and modify styles
6. Edit complex documents using advanced editing techniques and tools to include changing security settings, authoring tools, modify different versions and sort and merge a data source with a main document and for the generation of labels
7. Prioritize efficient work practices in relation to the use of the computer, printer and materials
8. Take responsibility for own work and or the work of others while planning and adhering to timelines within a supervisory capacity.

Assessment

Collection of Work 100%

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.