Certificate in

# COMPUTER APPLICATIONS

## QQI Component
## Level 4 | *4N1112*

**Course Duration: 9 Weeks**

**Course Cost: €225** (Deposit €50)

PINNACLE
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# COURSE PROFILE

The purpose of this QQI module is to provide learners with a comprehensive understanding of widely used computer applications and empower them to develop skills in Database, Spreadsheets, and Computer Graphics.

# AIM

Learner will receive an introductory overview of these computer applications, allowing them to acquire hands-on experience and a comprehensive understanding of their functionalities. Additionally, they will learn essential administrative skills that can be effectively applied within a professional setting.

# NATIONAL FRAMEWORK OF QUALIFICATIONS (NFQ)

This course qualifies as a component certificate and counts as 10 credits towards QQI (Level 4) Certificates. It is a recognised module within the NFQ.

# COURSE DURATION

*DURATION OF THE COURSE IS AS FOLLOWS:*

One 3 hour class a week for 9 weeks

*CLASS NUMBERS:*

There will be a maximum of 10 candidates per course

# WHAT SUPPORTS ARE PROVIDED

- ✓ Dedicated tutor throughout. The tutor will also meet with the learners before and after class to give guidance and feedback and to also answer any questions that the learners may have.
- ✓ Access to Online Learning Technologies
- ✓ Tools to support virtual learning
- ✓ Online activities to support assessment
- ✓ Face to face classes
- ✓ Assessment is submitted, marked, and returned to students with feedback in electronic or other media
- ✓ Small class numbers ensure enhanced Personalised Training & Support

## PREFERRED ENTRY LEVEL AND ENTRY REQUIREMENTS

No previous qualifications are required. However, basic knowledge of computers or the completion of the Computer Literacy QQI Level 3 course would be beneficial to the learner.

## ENGLISH LANGUAGE REQUIREMENTS

Applicants should have the required level of spoken and written English. Applicants may be asked to present for a pre-course meeting. During this meeting their English language skills will be informally assessed. If there are any concerns that their level of English may not be adequate to complete the course, they will have the option to provide evidence as follows:

This can be proven through any one of the following methods:

- Common European Framework of Reference for Languages (CEFR) Level B2 or higher
- International English Language Testing System (IELTS) - Minimum overall band score of 6
- Successful completion of a qualification at an equivalent level through the medium of English

## TRANSFER AND PROGRESSION:

Information and guidance is available to all learners on potential transfer and progression pathways.

## PROTECTION FOR ENROLLED LEARNERS

Protection for Enrolled Learners is not required as this course is less than 3 months in duration.

# COURSE CONTENT

## UNIT 1 - INTRODUCTION TO DATABASES:

Specific Learning Outcomes Performance Criteria

| | |
|---|---|
| 1.1 | Identify applications suitable for database |
| 1.2 | Understand the terms database, file, record, field, data type |
| 1.3 | Identify a key field |
| 1.4 | Identify possible data types as numeric, character/text, date and logical |
| 1.5 | Access a database system |
| 1.6 | Identify the component parts of a record structure |
| 1.7 | Create a database file from a given structure |
| 1.8 | Enter data |
| 1.9 | Edit data |
| 1.10 | Add new records |
| 1.11 | Delete individual records |
| 1.12 | Add new field to existing record structure |
| 1.13 | Save a database |
| 1.14 | Recall an existing database |
| 1.15 | Browse the database |
| 1.16 | Query the database on a single field |
| 1.17 | Organise (sort and/or index) the database on a single field |
| 1.18 | Output data to screen and printer |
| 1.19 | Exit from the database using proper procedures. |

## UNIT 2 - INTRODUCTION TO SPREADSHEETS:

Specific Learning Outcomes Performance Criteria

| | |
|---|---|
| 2.1 | Identify applications suitable for spreadsheets |
| 2.2 | Understand the terms spreadsheet, row, column, cell, label, value and formula |
| 2.3 | Access a spreadsheet package |
| 2.4 | Identify a cell by its grid reference |
| 2.5 | Enter numeric data in a spreadsheet |
| 2.6 | Enter character/text data in a spreadsheet |
| 2.7 | Generate formulae using cell references and arithmetic operators |
| 2.8 | Replicate/copy formulae over a range of cells using relative cell references |
| 2.9 | Change formula |
| 2.10 | Save the spreadsheet |
| 2.11 | Open an existing spreadsheet |
| 2.12 | Insert rows/columns |
| 2.13 | Delete rows/columns |
| 2.14 | Adjust column widths |
| 2.15 | Format column entries (i.e. decimal, currency, alignment) |
| 2.16 | Use the basic functions SUM and AVERAGE |
| 2.17 | Sort a portion of a spreadsheet |
| 2.18 | Print a spreadsheet |
| 2.19 | Exit from the spreadsheet application using proper procedures. |

## UNIT 3 - INTRODUCTION TO GRAPHICS:

Specific Learning Outcomes Performance Criteria

| | |
|---|---|
| 3.1 | Access a graphics package |
| 3.2 | Operate one graphic software package |
| 3.3 | Use icons to carry out graphic operations |
| 3.4 | Produce basic geometrical shapes |
| 3.5 | Demonstrate electronically freehand drawing |
| 3.6 | Input and manipulate clipart |
| 3.7 | Enhance graphics with colour |
| 3.8 | Edit drawings using:<br>· colour<br>· shape<br>· size |
| 3.9 | Print hard copies in either landscape and portrait |
| 3.10 | Input and manipulate text |
| 3.11 | Enhance text |
| 3.12 | Exit from a graphics package using proper procedures. |

# ASSESSMENT

All learning outcomes must be assessed:

3 HR EXAMINATION – 1 HOUR EXAM PER APPLICATION

- PRACTICAL EXAMINATION: INTRODUCTION TO DATABASE 35%
- PRACTICAL EXAMINATION: INTRODUCTION TO SPREADSHEET 35%
- PRACTICAL EXAMINATION: INTRODUCTION TO GRAPHICS 30%

Should you require further information do not hesitate to contact us.

PINNACLE TRAINING

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