Certificate in

COMPUTER LITERACY

QQI Component Level 3 | *3N0881*

Course Duration: 5 Weeks

Course Cost: €199 (Deposit €50)

I did this course with Ann and thoroughly enjoyed this experience with it being classroom based compared to online. It is such a good course even if you have little experience beforehand. Thank you so much Ann for being so patient and encouraging throughout this course.

Frank Moore

PINNACLE TRAINING

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COURSE PROFILE

This QQI Module is designed to provide the learner with the skills and knowledge to begin using a computer and gain confidence.

AIM

Learner will understand the essential elements of computer hardware and software, be able to operate common computer applications and demonstrate good work habits in the use and care of the computer and related equipment

NATIONAL FRAMEWORK OF QUALIFICATIONS (NFQ)

This course qualifies as a component certificate and counts as 10 credits towards QQI (Level 3) Certificates. It is a recognised module within the NFQ.

COURSE DURATION

DURATION OF THE COURSE IS AS FOLLOWS:

One half-day a week for 5 weeks

CLASS NUMBERS:

There will be a maximum of 10 candidates per course

WHAT SUPPORTS ARE PROVIDED

- ✓ Dedicated tutor throughout
- ✓ 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

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

RECOGNITION OF PRIOR LEARNING

Prior learning can only be applied to gain admission to a programme and does not allow learners the opportunity to skip individual modules.

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 - COMPUTER OPERATION AND USE:

Specific Learning Outcomes Performance Criteria

1.1 Describe the component parts of a computer system

- Identify and name different parts of the system: monitor, keyboard, printer, etc.
- Differentiate between the functions of input and output devices
- Explain the functions of common input and output devices: printer, joystick, screen, keyboard, disc drive
- Distinguish between hardware and software.

1.2 Identify areas of everyday life where the learner interacts with computers

- Give examples of computers which the learner encounters in everyday situations, e.g. automatic teller machines, videos, game boys, etc.
- Give examples of situations where a computer interacts with another computer.

1.3 Describe the uses of common software applications

- Name the software applications suitable for a range of uses, eg keeping accounts, writing letters, maintaining files, drawing pictures
- Give examples of how these may be used for work and leisure.

1.4 Operate computer, with due attention to safety procedures

- Connect with power supply, following appropriate safety procedures
- Switch on and boot up computer, using procedures appropriate to the system
- Adopt good posture
- Close down system, using appropriate procedures
- Keep computer workspace clear of food and drink at all times, clean the screen regularly.

UNIT 2 - INTRODUCTION TO WORD PROCESSING:

Specific Learning Outcomes Performance Criteria

2.1 Load a word-processing system

- Follow procedures appropriate to the system.

2.2 Key in text to specification

- Using a qwerty keyboard:
- Identify the functions of the essential keys, eg shift, space bar, back space, delete, return
- Enter text
- Use appropriate keys for text layout,
- Tabulation and alignment.

2.3 Edit text

- Insert and delete characters
- Insert and delete words.

2.4 Enhance text

- Bold text, Underline text. Use italics, Change font size.

2.5 Print a document

- Follow the appropriate procedures to print a single-page document
- Check printout to ensure correct alignment.

2.6 Exit from software

- Follow appropriate procedures to exit from package
- Leave machine in idle mode.

UNIT 3 - INTRODUCTION TO EMAIL:

Specific Learning Outcomes Performance Criteria

3.1 Load software

- Follow procedures appropriate to the system.

3.2 Navigate the email package

- Operate email menu, follow commands on-screen or from manual
- Navigate email package including sending and receiving emails, using attachments and creating contacts. Print out sample of completed operation.

3.3 Exit from software

- Follow procedures appropriate to the package leave machine in idle mode.

UNIT 4 - INTRODUCTION TO INTERNET:

Specific Learning Outcomes Performance Criteria

4.1 Load Internet Explorer software

- Follow procedures appropriate to the system.

4.2 Navigate package

- Operate menu, follow commands on-screen or from menu
- Understand web addresses, using the address field, searching for information using search engines and using secure websites and print out samples.

4.3 Exit from software

- Follow procedures appropriate to the package leave machine in idle

ASSESSMENT

All learning outcomes must be assessed:

PORTFOLIO/COLLECTION OF WORK	60%
SKILLS DEMONSTRATION	40%

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

PINNACLE TRAINING

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