Certificate in

WORD PROCESSING

QQI Component
Level 5 | *5N1358*

Course Duration: 9 Weeks

Course Cost: €225 (Deposit €50)

I just wanted to share my feedback on the QQI word processing course. I thought it was brilliant, you went through everything in great detail, patiently answering all the questions we had.

I learnt so much about using word, I have a better understanding now of how to write letters and print off labels etc. This will help me in my current position and in the future for anything I need. I wouldn't hesitate to recommend this course to anyone.

Margaret Richardson

PINNACLE TRAINING

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COURSE PROFILE

This QQI module is designed to enable learners to develop their word processing skills, understanding and application of word processing software and file management techniques.

AIM

Learners will acquire a thorough working knowledge of a word processing package, be familiar with an operating system, develop the skills of personal initiative and resourcefulness, develop good work practices in relation to the use of the computer, printer and materials and acquire the skills necessary to produce documents to a mailable or publishable standard to include: creating documents; formatting; inserting tables; creating mail merge documents and labels

NATIONAL FRAMEWORK OF QUALIFICATIONS (NFQ)

This course qualifies as a component certificate and counts as 15 credits towards QQI (Level 5) Certificates. It is a recognised module within the NFQ.

COURSE DURATION

DURATION OF THE COURSE IS AS FOLLOWS:
One 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
- ✓ 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

It is preferable that learners have either a QQI Level 4 certificate or equivalent qualifications and/or relevant life and work experiences

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

LEARNERS WILL BE ABLE TO:

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; 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
3. Perform initial document configuration using page setup features to include - headers and footers, page numbering, paper size and orientation
4. Use a range of proofing tools including - spell check, thesaurus, search and replace
5. Apply file management facilities, including - creating files and folders, saving files in different formats, copying files an folders, renaming files, accessing file details, finding files using search facility
6. 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
7. Create mailmerge and labels
8. Use markup capabilities to make track changes to documents
9. 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
10. 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
11. 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
12. Improve personal performance by using additional resources such as the help facility to solve familiar and unfamiliar word processing problems.

ASSESSMENT

All learning outcomes must be assessed:

ASSIGNMENT	20%
2 HR EXAMINATION	80%

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

PINNACLE
TRAINING

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