



QQI Spreadsheets Level 6 6N4089

Course Information

2019 - 2020

Programme Objectives

QQI Spreadsheets 6N4089

This programme module aims to equip the Learner with the knowledge, skill and competence to design and create spreadsheets using advanced spreadsheet techniques working independently or within a supervisory capacity. Use of licensed Microsoft Software for classroom and self-directed use.

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

Learning Outcomes

1. Describe spreadsheet design principles to include requirements analysis, solution design, data inputs and expected outputs, data formats, and worksheet layout.
2. Customise the user interface to optimise application usability by creating default file locations, customising toolbars, creating custom menus, showing and hiding rows and columns, freezing panels, and using multiple windows.
3. Use advanced application-provided data manipulation capabilities to include logical, mathematical, text and financial functions and formulae.
4. Automate routine multi-step tasks through the creation, execution, and management of complex macros.
5. Debug spreadsheet errors using features such as formula auditing
6. Analyse spreadsheet data using pivot tables, charts and graphics.
7. Enhance spreadsheet usability through worksheet and cell protection, data validation, and conditional formatting.
8. Design a spreadsheet to meet an advanced specification, implementing a comprehensive range of spreadsheet features to produce the required outcome.
9. Assess the suitability of using a spreadsheet to achieve a given requirement.
10. Critique spreadsheets created by others to include recommendations for any required changes.

Assessment

Project 60% and Examination 40%

Duration

10 X 3hr classes plus self-directed fully supported learning.

Fees & Payment Options

- Course fee: see website or phone Lir Reception 044-9342754.
- 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.

Learner Progression

Learners who successfully complete this course may use the associated credits towards a Major Award.