

LIR BUSINESS SERVICES & TRAINING CENTRE LTD.

QQI Spreadsheet Methods 5N1977

Course Information



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Programme Objectives

QQI Spreadsheet Methods 5N1977

The aim of this award is to provide the Learner with the knowledge, skill and competence to use a spreadsheet software application to create and modify spreadsheets using spreadsheet features and functions in an efficient and accurate manner. On completion of this module, the learner will gain a thorough working knowledge of a spreadsheet application package, through developing good work practices and through the use of ancillary equipment and resources, such as a printer and materials, to produce professional worksheets and workbooks to a professional standard.

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

Learning Outcomes

1. Identify features of different types of business organisation.
2. Explore key spreadsheet elements including cells, cell references, numeric, alpha, and alphanumeric data, formulae, functions, graphs and macros.
3. Demonstrate common spreadsheet usability features to include use of toolbars, window management, sorting and filtering.
4. Use spreadsheet design features involving data and cell formatting techniques which enhance understanding and legibility.
5. Automate routine multi-step tasks through the creation, execution, and management of simple macros.
6. Print complete or partial sections of a spreadsheet, formatted fit for presentation.
7. Use advanced spreadsheet features including absolute and relative cell references, conditional IF statements, statistical, financial, and date and time functions.
8. Generate a variety of types of graphs, with appropriate titles and labels, from spreadsheet data.
9. Produce a spreadsheet, with minimal supervision, that meets a simple design specification and is fit for purpose.
10. Produce a spreadsheet, with minimal supervision, that meets a simple design specification and is fit for purpose.
11. Demonstrate personal initiative and resourcefulness in editing and amending spreadsheets to ensure they are fit for purpose.

Assessment

Project 50% and Examination: Practical 50%

Duration

Blended/Online Course with 'Live' Tutor classes, optional Tutorials and One-to-One sessions OR

5 x Workshops (1 day per week) or 8 x Evening Classes plus self-directed learning with support through Lir.

Fees & Payment Options

- Course fee: in full €250.00, 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