

**Course Title: Information Technology for Beginners Level 4**

**Overview:** During this course students will learn how to use Microsoft Office including databases, spreadsheets, graphics and presentation skills

**Qualifications:**

QQI Level 4 Computer Applications 4N1112

**Duration:** 10 weeks

**Job Opportunities:**

Employment in administration

**Education Opportunities:**

QQI - Level 5 Applied Computer Training

QQI - Level 5 Computers and eBusiness

A range of QQI courses. see. [www.qualifax.ie/index](http://www.qualifax.ie/index)

**Software/Applications used:** Google, Microsoft Office

**Prior skills required:** Basic computer skills

**Learning outcomes**

**Weeks 1-10:**

1. Health and safety when using computers
2. Typing Skills
3. Understanding files and folders
4. Understanding databases
5. Understanding databases
6. Using spreadsheets
7. Using spreadsheets
8. Creating graphics
9. Creating graphics
10. Using powerpoint