

Course Title: Intermediate Computer Applications

Course Level: Intermediate

Venue: CEEDS Digital learning Centre, Aras Rualach Clondalkin D22 DX47

Duration: 21 hours Tutor-led Course

Schedule: 7 classes of 3 hours duration each unless otherwise advised by CEEDS

Next Schedule: Dates TBC by CEEDS

Delivery: A qualified Tutor appointed by CEEDS will deliver this Course.

Course description

The purpose of this Course is to equip the learner with the knowledge, skill and competence to use common generic computer applications. This course will help develop the learner's skills in the use of some of the most practical, essential Office based tools including Spreadsheets, Databases and Computer graphics.

Learner Outcomes

- Identify applications suitable for Spreadsheets, Databases and graphics software
- Use the terminology appropriate to database software, spreadsheet software and graphics software accurately
- Use spreadsheet software to create a spreadsheet to include enter and edit numeric and character data
- Operate databases effectively by browsing, querying and sorting the database on a single field
- Modify Spreadsheets by inserting and deleting rows and columns, adjusting column widths and formatting column entries
- Apply a range of formulae and functions over a range of cells using relative cell references to include mathematical operators, SUM and AVERAGE functions
- Use graphics software to create drawings to include clipart, colour, shape, size, text, enhance text

Course assessment and Certification: CEEDS Certificate based on 80% Course attendance and Continuous assessment and/or a Formative assessment at the end of the Course.

Course Entry requirements: Applicants should have good numeracy and computer skills, Leaving Certificate or equivalent qualifications and/or relevant life and work experiences.

Bookings: Please email news@ceeds.ie or call 01-6233629 / 01-6233657

Terms and conditions: All Course schedules are provisional until confirmed by CEEDS. Course placements are subject to agreement of CEEDS Learner pack, training and safety policies and Covid-19 health-related policies. CEEDS reserves the right to cancel/postpone a Course/class at short notice. Missed courses/classes will be rescheduled in agreement with the Learner Group and/or the tutor and CEEDS.