



# Word Processing

FETAC Level 6  
B30032

Programme Brochure

# Word Processing

## FETAC Level 6 - B30032

Oyster TRAINING Programmes

The programme is designed to enable the learner to gain a detailed in-depth knowledge of the most commonly used word-processing software and to develop their word-processing skills to an advanced level in order to achieve the standards required to gain a FETAC credit in Spreadsheets at Level 6 on the National Framework of Qualifications.

### Programme Aims

Learners who successfully complete this module will:

- Acquire an in-depth working knowledge of word processing software
- Develop advanced document management techniques
- Develop the skills of personal initiative and resourcefulness
- Develop good work practices in relation to the use of the computer, printer and materials.

### Programme Content

The programme is delivered in five units as follows:

- Unit 1 - Application Management
- Unit 2 - Document Management
- Unit 3 - Macros, Templates and Forms
- Unit 4 - Layout, Tables and Graphics
- Unit 5 - Mail Merge

### Programme Duration

This programme comprises a minimum of 110 hours of learning, of which a minimum of 36 hours will be tutor led and the remainder will be learner centred learning. These 36 hours of tutor led training will be delivered over a period of six days or 12 evenings.

### Programme Certification

On successful completion of the programme, learners will receive the FETAC Level 6 Minor Award, B30032 - Word Processing.

## Entry Requirements

To access the programme, learners should possess a FETAC Level 5 Certificate, Leaving Certificate or equivalent qualifications. Applicants who do not have these formal educational qualifications may apply for access to the programme based on their relevant life and work experience, achievement and learning.

All learners attending the course must bring to registration:

1. Completed Programme Booking Form
2. PPS number
3. Two recent personal passport size photographs. (These photographs have been taken within the last twelve months and must be signed on the back)
4. Identification (Drivers Licence, Passport, Social Welfare Services Card)

## Learner Assessment

To achieve certification learners will complete the following assessments:

- Collection of Work - 100% of overall mark  
(This collection will include a range of work demonstrating attainment of advanced word processing skills)

## Learner Progression

- B30032 - Word Processing is a component of:

BALBX - FETAC Level 6 Advanced Certificate in Applied Languages and Business

BAXXX - FETAC Level 6 Advanced Certificate in Administration

BBMSX - FETAC Level 6 Advanced Certificate in Business

BBMXX - FETAC Level 6 Advanced Certificate in Business Management

DTXXX - FETAC Level 6 Advanced Certificate in Travel and Tourism

Learners who successfully complete the programme may use the associated credits towards these awards

- Certain Higher Education Institutions reserve a quota of places on specific programmes for applicants who have attained *any* FETAC Levels 5 or 6 awards. In 2010, a total of 408 such awards were listed on the Central Applications Office website ([www.cao.ie](http://www.cao.ie)).
- Certain programmes of higher education identify specific FETAC Modules as part of their entry requirements, e.g. learners with BAXXX - FETAC Level 6 Advanced Certificate in Administration or BALBX - FETAC Level 6 Advanced Certificate in Applied Languages and Business may apply to the American College Dublin for access to the Honours Bachelor's Degrees (Level 8) in International Business or Accounting and Finance. They may also apply to NUI Maynooth for access to the Honours Bachelor's Degrees (Level 8) in Finance and Economics, Finance and Accounting, Business and Management, Business and Accounting or International Finance and Economics.

# Booking Form

## Word Processing

### FETAC Level 6 - B30032

#### Programme Details

Programme Title

Venue  Date

#### Personal Details

Family Name

First Name(s)

Address for Correspondence

Tel. No. (Land-line)

Tel. No. (Mobile)

Date of Birth

PPS Number

Do you have any needs of which Oyster should be aware? Yes  No

Please provide details  
(or contact Oyster directly to discuss)

Attach two recent personal, passport size photographs, signed on the back, that have been taken within the past 12 months.

## Qualification Details

Please provide details of your relevant qualifications.

- (e.g. FETAC Level 5 Certificate, Leaving Certificate or equivalent qualifications)

If applying based on life and/or work experience, achievement and other learning, please provide information you consider relevant to your enrolment on the programme.

- (Include any work or life experience you consider relevant, any training courses attended, voluntary work or any other information you consider relevant. Attach additional pages if required.)

I confirm that the information provided on this application form is correct and any attached documents are authentic.

Signature

Date

*Programmes delivered by Oyster are of less than three months duration, therefore, Section 43 of the Qualifications Act (1999) does not apply. Regardless of this, in the event of Oyster ceasing to provide a programme for which fees have been paid, or prematurely ending a programme for which fees have been paid, these fees will be refunded to learners.*

## Employer Details

- If your course fees are being paid by your employer company or other funding body, please provide the following information
  - Please ensure that you complete the Programme Details and Personal Details sections on the previous page
  - Please note that payment must be made *before* the learner commences the programme.

Name	<input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/>
Contact Name	<input type="text"/>
Contact Title	<input type="text"/>
Contact Tel. No.	<input type="text"/>
Fee Due	<input type="text"/>
P.O. Number	<input type="text"/>

Forward this booking form with the correct fee by way of a cheque, bank draft or postal order made payable to Oyster, to 44 Ticknock Park, Sandyford, Dublin 18.  
T: 01 2063840 M: 085 1078585 E: [info@oystercoaching.com](mailto:info@oystercoaching.com)

## Oyster Use Only

Total Fee Paid	<input type="text"/>
Payment Method	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Postal Order
Receipt Number	<input type="text"/>
Photo ID Checked	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Passport
	<input type="checkbox"/> Drivers Licence
	<input type="checkbox"/> National Identity Card
	<input type="checkbox"/> Other <input type="text"/>
Staff Signature	<input type="text"/>

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