



**For All Bookings Contact Deirdre ,Linda or Angela on 049-4353952 / 087 4167844 or email deirdreocallaghan @cmetb.ie or register on FETCHCOURSES.IE (ref codes)**

### **BTEI - Level 4 Courses**

Course Name	Details	Day/Time	Duration	Provisional Start Date
<b>Preparing for Further Education and Training (Ref:305893)</b>	Level 4	Monday Wednesday and Friday 9.30-12.30	26 Wks	4 <sup>th</sup> January 2021
<b>Bookkeeping and Accounts Ref(305894)</b>	Level 4	Wednesday 9.30-1.30	12 Wks	13 <sup>th</sup> January 2021
<b>Customer Service (Ref: 305895)</b>	Level 4	Tuesday 9.30-1.00	14 Wks	12 <sup>th</sup> January 2021
<b>General office Skills (Ref: 305896)</b>	Level 4	Tuesday evening 7pm to 10pm	14 Wks	19 <sup>th</sup> January 2021
<b>General Office Skills (Ref: 305897)</b>	Level 4	Thursday 9.30-1.00	14 Wks	14 <sup>th</sup> January 2021
<b>Communications (Ref: 305898)</b>	Level 4	Tuesday and Thursday 9.30am to 1.30pm	14 Wks	26 <sup>th</sup> January 2021
<b>Mathematics (Ref: 305899)</b>	Level 4	Monday and Wednesday 2pm to 5pm	14 Wks	04 <sup>th</sup> January 2021
<b>Word Processing (Ref: 305900)</b>	Level 4	Monday 9.30-1.00	14 Wks	04 <sup>th</sup> January 2021
<b>Spreadsheets (Ref: 305901)</b>	Level 4	Friday 9.30-1.00	14 Wks	15 <sup>th</sup> January 2021
<b>Personal Effectiveness (Ref: 305902)</b>	Level 4	Friday 9.30-1.00	14 Wks	09 <sup>th</sup> April 2021
<b>Career Preparation (Ref: 305903)</b>	Level 4	Tuesday and Thursday 9.30am to 1pm	10 wks	02 <sup>ST</sup> March 2021
<b>Computer Applications (Ref: 305904)</b>	Level 4	Thursday 7pm to 10pm	14 Wks	21 <sup>st</sup> January 2021
<b>Culinary Techniques (Ref: 305905)</b>	<b>Level 4</b>	<b>Tuesday/Friday 9.30am to 1.30pm</b>	<b>14 Wks</b>	<b>23<sup>rd</sup> February 2021</b>
<b>Computer Applications (Ref: 305906)</b>	Level 4	Wednesday 9.30am to 1pm	14Weeks	3 <sup>rd</sup> February 2021
<b>Healthcare (Ref: 305907)</b>	Level 4	Thursday 9.30am to 4.30pm	14 Wks	25 <sup>th</sup> February 2021
<b>Childcare (Ref: 305908)</b>	Level 4	Tuesday and Thursday 9.30am to	14 Wks	23 <sup>rd</sup> February 2021

## Level 4 General Award 4M2010- Part-time

Cavan Adult Education Services has written a programme that will afford the learner the opportunity to achieve the Level 4 Certificate in General Learning 4M2010.

In order to achieve certification in this major award, the learner must achieve a minimum of 90 credits to satisfy the following QQI award structure:

Course Name	Details	Day/Time	Duration	Provisional Start Date
<b>Communications</b> (Ref: 305898)	Level 4 15 Credits	Tuesday / Thursday 9.30am to 1.30pm	14 Wks	26th January 2021
<b>Mathematics</b> (Ref: 305899)	Level 4 10 Credits	Monday and Wednesday 2pm to 5pm	14 Wks	04 <sup>th</sup> January 2021
<b>Computer Applications</b> (Ref: 305904)	Level 4 10 Credits	Wednesday 9.30am to 1.00pm		3 <sup>rd</sup> February 2021
<b>Personal Effectiveness</b> (Ref: 305902)	Level 4 10 Credits	Fridays 9.30-1.00	6 Wks	09 <sup>th</sup> April 2021
<b>Career Preparation</b> (Ref: 305903)	Level 4 15 Credits	Tuesday and Thursday 9.30am to 1pm	10wks	02 <sup>st</sup> March 2021

The remaining credit value of 35 can be obtained by using relevant component(s) from Level 4. A maximum of 10 credits may be used from either Level 3 or Level 5

## Level 3 Skills for Employment - Part-time

In order to achieve certification in this major award, the learner must achieve a minimum of 60 credits to satisfy the following QQI award structure:

Course Name	Details	Day/Time	Duration	Provisional Start Date
<b>Planning your Career</b> (Ref: 305909)	Level 3 20 Credits	Monday and Wednesday 2pm to 5pm	Approx 12 Wks	18 <sup>th</sup> January 2021
<b>Spreadsheets</b> (Ref: 305910)	Level 3	Wednesday 9.30am to 1pm	Approx 12 Weeks	10 <sup>th</sup> February 2021
<b>Mathematics</b> (Ref: 305911)	Level 3 10 Credits	Tuesday and Thursday 2pm to 5pm	Approx 12 Wks	19 <sup>th</sup> January 2021
<b>Cookery</b> (Ref: 305912)	Level 3 10 Credits	Monday or y 2pm to 5pm	Approx 12 Wks	25 <sup>th</sup> January 2021
<b>Word Processing</b> (Ref: 305913)	Level 3 10 Credits	Wednesday 2pm to 5pm	Approx 12Weeks	27 <sup>th</sup> January 2021

The remaining credit value of 20 can be obtained by using relevant component(s) from Level 3.

## Adult Education Part-time Courses – Cavan town

Course Name	Details	Day/Time	Duration	Provisional Start Date
<b>Word Processing</b> (Ref: 305913)	Level 3	Wednesday 2pm to 5pm	12 Weeks	27 <sup>th</sup> January 2021
<b>Communications and Personal Effectiveness</b> (Ref: 305914)	Level 3	Tuesday and Friday 9.30am to 1.00pm	12 Weeks	12 <sup>th</sup> January 2021
<b>Basic Computers</b> (Ref: 305915)	Unaccredited	Monday 2pm to 5pm	6 Wks	Continuous Intake
<b>Mathematics</b> (Ref: 305917)	Level 3	Tuesday and Thursday 2pm to 5pm	14 Wks	19 <sup>th</sup> January 2021
Computers for Beginners (Ref: 305916)	Level 2	Wednesday 7pm to 10pm	12	3 <sup>rd</sup> March 2021
<b>Introduction to Cookery</b> (Ref: 305912)	Level 3	Monday or Wednesday 9.30am to 1pm	14 Wks	1 <sup>st</sup> February 2021
<b>Spreadsheets</b> (Ref: 305910)	Level 3	Wednesday 9.30am to 1pm	12 Wks	10 <sup>th</sup> February 2021
<b>Planning your Career</b> (Ref: 305909)	Unaccredited	Monday 2pm to 5pm Wednesday	12 Wks	Continuous Intake
<b>Maths for Trades and Apprentices</b> (Ref 301040)	Unaccredited	Tuesday 7pm to 10pm	10 WKS	12 <sup>th</sup> January 2021
<b>Get Connected – Using your Smartphone or Tablet</b> (Ref:301042)	Unaccredited	Wednesday 7pm to 9pm	6 Wks	13 <sup>th</sup> January 2021
<b>Basic Reading and Writing and Maths **</b>	Unaccredited	Various	Duration varies based on Learner needs	Continuous Intake

**\*\* If you would like help with Reading, Writing, Basic Maths or Basic Computer Skills then please contact Deirdre on 049-4353952 in strict confidence**





EUROPEAN UNION  
Investing in your future  
European Social Fund

