



# COURSE TIMETABLE

## BTEI - Level 4 Courses

| Course Name                                     | Details | Day/Time                              | Duration | Provisional Start Date         |
|-------------------------------------------------|---------|---------------------------------------|----------|--------------------------------|
| <b>Healthcare</b><br>(253618)                   | Level 4 | Tuesday<br>9.30am - 4pm               | 12 Weeks | 26 <sup>th</sup> November 2019 |
| <b>Communications</b><br>(277463)               | Level 4 | Monday & Wednesday<br>9.30am - 1.30pm | 12 weeks | 2 <sup>nd</sup> December 2019  |
| <b>Pastry Baking &amp; Desserts</b><br>(277459) | Level 4 | Tuesday & Friday<br>9.30am - 1.30pm   | 12 Weeks | 7 <sup>th</sup> January 2020   |
| <b>Word Processing</b><br>(277460)              | Level 4 | Tuesday<br>9.30am - 1.00pm            | 12 Weeks | 7 <sup>th</sup> January 2020   |
| <b>Reception Skills</b><br>(277465)             | Level 4 | Tuesday<br>9.30am - 1.00pm            | 12 Weeks | 7 <sup>th</sup> January 2020   |
| <b>Team Building</b><br>(277466)                | Level 4 | Tuesday<br>9.30am - 1.30pm            | 12 Weeks | 7 <sup>th</sup> January 2020   |
| <b>Childcare &amp; Safety</b><br>(277474)       | Level 4 | Tuesday & Thursday<br>9.30am - 1.30pm | 20 Weeks | 7 <sup>th</sup> January 2020   |
| <b>Bookkeeping &amp; Accounts</b><br>(277470)   | Level 4 | Wednesday<br>9.30am - 1.30pm          | 12 Weeks | 8 <sup>th</sup> January 2020   |
| <b>Work Experience</b><br>(277467)              | Level 4 | Thursday<br>9.30am - 1pm              | 12 Weeks | 9 <sup>th</sup> January 2020   |
| <b>Health Related Fitness</b><br>(253619)       | Level 4 | Thursday<br>9.30am - 4pm              | 12 Weeks | 9 <sup>th</sup> January 2020   |
| <b>General Office Skills</b><br>(277469)        | Level 4 | Monday<br>9.30am - 1pm                | 12 Weeks | 13 <sup>th</sup> January 2020  |
| <b>Information Technology</b><br>(277462)       | Level 4 | Monday<br>9.30am - 1pm                | 12 Weeks | 13 <sup>th</sup> January 2020  |
| <b>General Office Skills</b><br>(277469)        | Level 4 | Monday<br>9.30am - 1pm                | 12 Weeks | 13 <sup>th</sup> January 2020  |
| <b>Career Planning</b><br>(277468)              | Level 4 | Tuesday<br>9.30am - 1pm               | 12 Weeks | 14 <sup>th</sup> January 2020  |
| <b>Business English</b><br>(277472)             | Level 4 | Tuesday<br>7pm - 10pm                 | 12 Weeks | 14 <sup>th</sup> January 2020  |
| <b>Bookkeeping &amp; Accounts</b><br>(277471)   | Level 4 | Wednesday<br>7pm - 10pm               | 12 Weeks | 15 <sup>th</sup> January 2020  |
| <b>Communications</b><br>(277464)               | Level 4 | Tuesday & Thursday<br>9.30am - 1.30pm | 12 Weeks | 28 <sup>th</sup> January 2020  |
| <b>Maths</b><br>(277473)                        | Level 4 | Tuesday & Thursday<br>9.30am - 1.30pm | 12 Weeks | 3 <sup>rd</sup> March 2020     |

For more information or to book a course:

\*Courses will run subject to numbers

Email: [deirdreocallaghan@cmetb.ie](mailto:deirdreocallaghan@cmetb.ie) | Telephone: 049 4353 952

Or register on [www.FetchCourses.ie](http://www.FetchCourses.ie) (using reference codes above)



# COURSE TIMETABLE

## Level 2 & 3 Courses

| Course Name                                                    | Details      | Day/Time                              | Duration | Provisional Start Date                              |
|----------------------------------------------------------------|--------------|---------------------------------------|----------|-----------------------------------------------------|
| <b>Culinary Techniques</b><br>(277479)                         | Level 3      | Monday<br>9.30am - 1pm                | 12 Weeks | 6 <sup>th</sup> January 2020                        |
| <b>Word Processing</b><br>(277475)                             | Level 3      | Tuesday<br>2pm - 5pm                  | 12 Weeks | 7 <sup>th</sup> January 2020                        |
| <b>Spreadsheets</b><br>(277476)                                | Level 3      | Tuesday<br>2pm - 5pm                  | 12 Weeks | 7 <sup>th</sup> January 2020                        |
| <b>Going online with Internet &amp; Email</b><br>(277482)      | Level 3      | Wednesday<br>9.30am - 1pm             | 12 weeks | 8 <sup>th</sup> January 2020                        |
| <b>Breakfast Cookery</b><br>(277480)                           | Level 3      | Wednesday<br>9.30am - 1pm             | 12 Weeks | 8 <sup>th</sup> January 2020                        |
| <b>Food Choice &amp; Health</b><br>(277485)                    | Level 2      | Thursday<br>9.30am - 1pm              | 10 Week  | 9 <sup>th</sup> January 2020                        |
| <b>Maths</b><br>(277478)                                       | Level 2 / 3  | Friday<br>9.30am - 1pm                | 20 Weeks | 10 <sup>th</sup> January 2020                       |
| <b>Introduction to Computers</b><br>(277483)                   | Unaccredited | Monday<br>2pm - 5pm                   | 6 Weeks  | 13 <sup>th</sup> January 2020                       |
| <b>Food Safety – EHA1</b><br>(277481)                          | Certified    | Wednesday<br>9.30am - 5.30pm          | 2 Days   | 15 <sup>th</sup> & 22 <sup>nd</sup> January<br>2020 |
| <b>Beginners Computers</b><br>(277484)                         | Level 2      | Friday<br>9.30am - 1pm                | 6 Weeks  | 17 <sup>th</sup> January 2020                       |
| <b>Maths for Trades</b><br>(280108)                            | Unaccredited | Wednesday<br>7pm - 10pm               | 10 Weeks | 22 <sup>nd</sup> January 2020                       |
| <b>Communications &amp; Personal Effectiveness</b><br>(277477) | Level 3      | Monday &<br>Wednesday<br>9.30am - 1pm | 12 Weeks | 2 <sup>nd</sup> March 2020                          |

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### Please Note:

Priority on all BTEI courses will be given to those who fit the BTEI eligibility criteria of being in receipt of a social welfare payment and/or a medical card holder and/or those with less than upper second-level education.

Priority will also be given to residents of County Cavan and Monaghan and to students who satisfy all BTEI criteria.

Short listing and screening may apply.

[www.cmetb.ie](http://www.cmetb.ie)