

**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)**

### Adult Education Spring / Summer 2021

Course Name	Details	Day/Time	Duration	Provisional Start Date
<b>Customer Service</b> (Ref: 305895)	Level 4	Tuesday and Fridays 9.30-1.00	10 Wks	9 <sup>th</sup> March 2021
<b>General Office Skills</b> (Ref: 305897)	Level 4	Thursday 9.30-1.00	10 Wks	11 <sup>th</sup> March 2021
<b>Communications</b> (Ref: 305898)	Level 4	Tuesday and Thursday 9.30am to 1.30pm	14 Wks	23 <sup>rd</sup> February 2021
<b>Word Processing</b> (Ref: 305900)	Level 4	Wednesday and Friday 9.30-1.00	10 Wks	10 <sup>th</sup> March 2021
<b>Computer Applications</b> (Ref: 305906)	Level 4	Tuesday and Friday 9.30am to 1pm	10 Weeks	2 <sup>nd</sup> March 2021
<b>Planning your Career</b> (Ref: 305909)	Level 3	Monday and Wednesday 2pm to 5pm	12 Wks	15 <sup>th</sup> March 2021
<b>Cookery</b> (Ref: 305912)	Level 3	Monday or Wednesday 2pm to 5pm	12 Wks	9 <sup>th</sup> March 2021
<b>Word Processing</b> (Ref: 305913)	Level 3	Tuesday 2pm to 5pm	12Weeks	3 <sup>rd</sup> March 2021
<b>Word Processing</b> (Ref :321490)	Level 3	Monday 9.30am to 1pm	12 Weeks	15 <sup>th</sup> March 2021
<b>Going on Line with Internet and Email</b>	Level 3	Thursday 9.30am to 1pm	12 Weeks	18 <sup>th</sup> March 2021
<b>Communications and Personal Effectiveness</b> (Ref: 305914)	Level 3	Tuesday and Friday 9.30am to 1.00pm	12 Weeks	9 <sup>th</sup> March 2021
<b>Basic Computers</b> (Ref: 305915)	Unaccredited	Monday 2pm to 5pm	6 Wks	Continuous Intake
<b>Maths for Trades and Apprentices</b> (Ref 301040)	Unaccredited	Tuesday 7pn to 10pm	6 Weeks	4 <sup>th</sup> May 2021
<b>Shaping My Future- Online Via Zoom</b>	Unaccredited	Tuesdays - 10am – 11am	4 Weeks	4 <sup>th</sup> April 2021

**Important 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



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## CMETB Community Education Service Cavan - Summer 2021

Day/Time	Location	Level	FETCH	Full Award Course	Module	Start Date
Tuesday 7pm - 10pm	Unit 20 Church View Sq. H12H602	5	322765	Health Service Skills	Care of the Older Person	9th Mar 2021
Tuesday 7pm - 10pm	Adult Education Centre Ballyjamesduff	5	322833	Business Administration	Payroll	May-21
Wednesday 10am - 1pm	Adult Education Centre Ballyjamesduff	6	322817	Early Childhood Care and Education	Social and Legal Studies	May-21
Wednesday 10am - 1pm	Terry Coyle GAA, H12XK33	6	298105	Advocacy	Information Advice & Advocacy Practice	3rd Mar 2021
Wednesday 10am - 1pm	Drumalee GAA, H12DY88	5	322824	Business Administration	Payroll	May-21
Thursday 10am-1pm	Terry Coyle GAA, H12XK33	5	320648	Health Service Skills	Palliative Care Support	Apr-21
Thursday 7- 10pm	Unit 20 Church View Sq. H12H602	5		Health Service Skills	Care of the Older Person	Mar 2021
Wednesday 7pm - 10pm	Terry Coyle GAA, H12XK33	6		Healthcare Supervisory Management	Health Promotion	Mar 2021
Tuesday 10am - 1pm	Unit 20 Church View Sq. H12H602	5		Early Childhood Care and Education	Approaches to Early Childhood Care	May 2021

**To enrol on a module without having done a Level 5 module before you must complete a pre assessment and attend a 2-week preparation course. To enrol on a Level 6 course you must have completed a Level 5 full award and be working in a setting. Please be aware that Level 5 and Level 6 Early Childhood Care and Education (ECCE) full award courses are changing. You have until Spring 2023 to complete your Level 5 or Level 6 full award.**



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Department of  
Education and Skills



**For more information contact:**  
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