

CAVAN & MONAGHAN ETB

COURSES ON OFFER THROUGH BTEI COMMUNITY EDUCATION AND ADULT LITERACY PROGRAMMES

January 2021

Bookings via email are encouraged for a faster response time.

Email monaghanadulted@cmetb.ie or call 047 71914

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.

Note to all students:

All new learners to Level 5 may have to go through Pre-Assessment. This will consist of either a phone call/email or an assessment that needs to be completed on your own online and then returned. Further details will be given on this process at registration.

Modules are likely to be delivered in a blended learning format in January 2021. This will result in learners participating in both classroom and online sessions during the scheduled class time. Learners will be required to be available for all sessions as directed and have access to a computer and WiFi to link in from home. Learners will be notified of full details closer to the official start date in line with Covid19 guidelines.

In preparation for blended learning classes, learners will be required to know how to use Microsoft Teams and Moodle. We will be rolling out several IT sessions in January to cover these topics and prepare learners for blended learning classes.

Please find details below of IT preparation courses and indicate your preferred session of choice. These sessions will be fully delivered online.

Date	Time
Monday 7 th December	10am-12noon
Friday 11 th December	10am-12noon
Monday 14 th December	10am-12noon
Monday 14 th December	7pm-9pm
Wednesday 16 th December	7pm-9pm



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BTEI Courses

CHILDCARE LEVEL 6:

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
Dún Mhuire Monaghan	Special Needs Assisting	6	Wednesday 6th January 2021	12	9.30am-12.30pm
Dún Mhuire Monaghan	Early Childhood Literacy and Numeracy	6	Wednesday 6th January 2021	12	1pm-4pm
Carrickmacross Workhouse	Child Psychology	6	Wednesday 6th January 2021	12	6.30pm-9.30pm
Dún Mhuire Monaghan	Personal and Professional Development	6	Monday 4th January 2021	12	6.30pm-9.30pm

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CHILDCARE LEVEL 5:

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
Dún Mhuire Monaghan	Child Health and Well Being	5	Tuesday 5th January 2021	12	9.30am-12.30pm
Dún Mhuire Monaghan	Creative Arts for Early Childhood	5	Tuesday 5th January 2021	12	1pm-4pm
Workhouse, Carrickmacross	Special Needs Assisting	5	Tuesday 5th January 2021	12	6.30pm – 9.30pm

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HEALTH SERVICE SKILLS LEVEL 5:

<u>Venue</u>	<u>Module</u>	<u>QQI Level</u>	<u>Date</u>	<u>Approx. No of weeks</u>	<u>Time</u>
Dún Mhuire Monaghan	Care Support	5	Monday 4th January 2021	12	9.30am-12.30pm
Please Note: Students are required to be working in a healthcare setting or have placement secured to complete the Care Support module.					
Dún Mhuire Monaghan	Intellectual Disability Studies	5	Monday 4th January 2021	12	1.30pm-4.30pm
Castleblayney Youthreach	Infection Prevention and Control	5	Tuesday 5th January 2021	12	9.30am-12.30pm
Castleblayney Youthreach	Activities of Living Patient Care	5	Tuesday 5th January 2021	12	1pm – 4pm

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BUSINESS ADMINISTRATION LEVEL 5:

<u>Venue</u>	<u>Module</u>	<u>QQI Level</u>	<u>Date</u>	<u>Approx. No of weeks</u>	<u>Time</u>
Carrickmacross Workhouse	Business Administration Skills	5	Tuesday 5th January 2021	12	9.30am - 12.30pm
Dún Mhuire Monaghan	Desktop Publishing	5	Tuesday 5th January 2021	12	6.30pm – 9.30pm
Carrickmacross Workhouse	Manual and Computerised Bookkeeping	5	Wednesday 6th January 2021	17	9.30am-1pm
EU House Monaghan	Spreadsheet Methods	5	Thursday 7th January 2021	12	9.30am – 12.30pm
Dún Mhuire Monaghan	Information and Administration	5	Friday 8th January 2021	12	9.30am - 12.30pm
Carrickmacross Workhouse	Spreadsheet Methods	5	Friday 8th January 2021	12	9.30am – 12.30pm

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BEAUTY:

<u>Venue</u>	<u>Module</u>	<u>QQI Level</u>	<u>Date</u>	<u>Approx. No of weeks</u>	<u>Time</u>
Castleblayney Youthreach	Body Massage and Figure Analysis	5	Jan/Feb 2020 Exact date to be confirmed	12	Monday mornings 9.30am – 12.30pm
Castleblayney Youthreach	Beauty Industry Ethics and Practice	5	Jan/Feb 2020 Exact date to be confirmed	12	Monday afternoons 1pm – 4pm
Castleblayney Youthreach	Anatomy and Physiology	5	Jan/Feb 2020 Exact date to be confirmed	12	Tuesday evenings 6.30pm – 9.30pm

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CORE LEVEL 5 SUBJECTS FOR ALL COURSES:

<u>Venue</u>	<u>Module</u>	<u>QQI Level</u>	<u>Date</u>	<u>Approx. No of weeks</u>	<u>Time</u>
Carrickmacross Workhouse	Communications	5	Monday 4th January 2021	12	9.30am-12.30pm
Dún Mhuire Monaghan	Communications	5	Wednesday 6th January 2021	12	6.30pm - 9.30pm
Dún Mhuire Monaghan	Work Experience	5	Thursday 7th January 2021	12	9.30am – 12.30pm

Please Note: Learners are required to have work placement secured when signing up to the Work Experience module.

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COMPUTERS Level 4:

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
Online	Computer Applications and Information Technology Skills	4	Tuesday, 5th January 2021	20	6.30pm-9.30pm
Dún Mhuire Monaghan	Computer Applications and Information Technology Skills	4	Wednesday, 6th January 2021	20	9.30am - 12.30pm

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Personal Effectiveness and Mindfulness

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
Dún Mhuire Monaghan	Personal Effectiveness and Mindfulness	3	Tuesday, 5th January 2021	12	9.30am - 12.30pm
Carrickmacross Workhouse	Personal Effectiveness and Mindfulness	3	Wednesday, 6th January 2021	12	9.30am - 12.30pm
Carrickmacross Workhouse	Personal Effectiveness and Mindfulness	3	Wednesday, 6th January 2021	12	1pm – 4pm

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Practical Modules

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
Dún Mhuire Monaghan	Home Repairs and Maintenance	4	Tuesday, 5th January 2021	12	9.30am-12.30pm
Dún Mhuire Monaghan	Home Repairs and Maintenance	4	Tuesday, 5th January 2021	12	1pm-4pm

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Science and Engineering Level 3

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
Dún Mhuire Monaghan	Health and Safety Awareness	3	Monday, 4 th January 2021	12	9.40-12.40pm

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**CAVAN & MONAGHAN ETB
COMMUNITY EDUCATION COURSES**

UNACCREDITED COURSES IN MONAGHAN TOWN AND CARRICKMACROSS

Venue	Course Title	Accredited	Start Date	Day/Time	Duration
Dún Mhuire Monaghan	Introduction to Microsoft Word and Internet	Unaccredited	Wednesday 25 th November 2020	Wednesday 10am-1pm	4 weeks
Dún Mhuire Monaghan	Flower Arranging	Unaccredited	Monday 11 th January 2021	Monday Mornings 10am-1pm	6 weeks
EU House Monaghan	Creative Writing	Unaccredited	Monday 11 th January 2021	Monday Mornings 10am-1pm	6 weeks
Online	Mindfulness	Unaccredited	Tuesday 12 th January 2021	Tuesday Evenings 7pm-8pm	6 weeks
Online	Coping with Everyday Stress	Unaccredited	Tuesday 12 th January 2021	Tuesday Evenings 8.30pm-9.30pm	6 weeks
Monaghan	Health and Fitness	Unaccredited	Thursday 14 th January 2021	Thursday Mornings 10am-1pm	6 weeks
Dún Mhuire Monaghan	Coping with Everyday Stress	Unaccredited	Thursday 14 th January 2021	Thursday Mornings 10am-1pm	6 weeks
Dún Mhuire Monaghan	DIY	Unaccredited	Thursday 14 th January 2021	Thursday Mornings 9.45am-12.45pm	8 weeks
Carrickmacross Workhouse	Embroidery	Unaccredited	Thursday 14 th January 2021	Thursday Evenings 6.30pm-9.30pm	6 weeks
Carrickmacross Workhouse	Introduction to Beauty	Unaccredited	Friday 15 th January 2021	Friday Mornings 10am-1pm	4 weeks
Online	History of Patrick Kavanagh	Unaccredited	Evening class- Exact Start Date To Be Confirmed	7pm-10pm	6 weeks

For more information and booking Contact our Adult Education Office on 047-71914 or email

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Adult Literacy Courses

Prepare for Further Education and Training

If you want help getting ready for college or a PLC/Level 5 course, then our Level 4 preparation course is for you. It will give you the skills you need to take your learning to the next level. QQI Level 4 modules include Communications, IT Skills, Computer Application and Career Planning. Classes take place 3 times a week and will run from January to May. Classes will also run in Carrickmacross if there is demand. To sign up, or for more information contact Ceinwen on 087 1967888 or email ceinwenfergus@cmetb.ie.

Art Classes

Classes will start in January in Carrickmacross and Monaghan. If you would like art classes in your area, or for more information contact Ceinwen on 087 1967888 or Kathy, Sharon and Angela on 047 71914, or email ceinwenfergus@cmetb.ie.

Adult Learning courses

Do you find it hard to read, write or use numbers? Do you want to learn basic computer skills? We offer help with everyday skills, including reading, writing, using computers and Driver Theory Test preparation. Phone Ceinwen on 087 1967888 or Kathy, Sharon and Angela on 047 71914, or email ceinwenfergus@cmetb.ie

<u>Venue</u>	<u>Subject</u>	<u>Day</u>	<u>Time</u>	<u>Start date</u>	<u>Duration</u>
Non-certificate courses					
Monaghan (Dun Mhuire)	Maths for Apprentices	Monday	6-9pm	4 th January 2021	13 weeks
Carrickmacross (Workhouse)	Reading and Writing	Monday	10am-1pm	4 th January 2021	13 weeks
Monaghan (EU House)	Reading and Writing	Tuesday	3-4pm	5 th January 2021	13 weeks
Castleblayney (Youthreach building)	Reading and Writing	Tuesday	2-3pm	5 th January 2021	13 weeks
Monaghan (Dun Mhuire)	Reading and Writing	Thursday	2-3pm	7 th January 2021	13 weeks
Clones (Canal Stores)	Reading and Writing	Thursday	3-4pm	7 th January 2021	13 weeks
Monaghan (EU House)	Reading and Writing	Friday	1-4pm	8 th January 2021	13 weeks

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<u>Venue</u>	<u>Subject</u>	<u>Day</u>	<u>Time</u>	<u>Start date</u>	<u>Duration</u>
QQI Level 2 courses					
Castleblayney (Youthreach)	Computer Skills	Tuesday	4-6pm	5 th January 2021	13 weeks

<u>Venue</u>	<u>Subject</u>	<u>Day</u>	<u>Time</u>	<u>Start date</u>	<u>Duration</u>
QQI Level 3 courses					
Monaghan (EU House)	Spreadsheets	Wednesday	9.30am- 12.30pm	6 th January 2021	13 weeks
Monaghan (EU House)	Spreadsheets	Wednesday	7-9pm	6 th January 2021	13 weeks
Monaghan (Dun Mhuire)	Desktop Publishing	Wednesday	5.30-7.30pm	6 th January 2021	13 weeks
Monaghan (Dun Mhuire)	Art	Wednesday	2-5pm	6 th January 2021	13 weeks
Carrickmacross (Workhouse)	Art	Thursday	1-4pm	7 th January 2021	13 weeks

<u>Venue</u>	<u>Subject</u>	<u>Day</u>	<u>Time</u>	<u>Start date</u>	<u>Duration</u>
QQI Level 4 courses					
Monaghan (Dun Mhuire)	Prepare for Further Education and Training	Monday, Thursday and Friday	9.30am- 12.30	4 th January 2021	26 weeks
Carrickmacross (Workhouse)	Business English	Monday/Wednesday	9.3am- 12.30pm	4 th January 2021	13 weeks
Carrickmacross (Workhouse)	Information Technology Skills	Friday	1-4pm	7 th January 2021	13 weeks



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