



## Monaghan Autumn 2024 Provision

VENUE: Monaghan Institute, Armagh Road, Monaghan

MODULE	LEVEL	STARTING	DAY/TIME	NO of WEEKS
Bookkeeping	5	September	Wed 6pm – 9pm	12
Taxation	5	September	Tues 6pm – 9pm	12
Care Skills	5	September	Tues 6pm – 9pm	12
Palliative Care Support	5	September	Wed 6pm – 9pm	12
Understanding Mental Health	5	September	Wed 6pm - 9pm	12
Nutrition and Wellness	5	September	Wed 6pm – 9pm	12
Safety and Health at Work	5	September	Mon 6pm – 9pm	12
CAD Solidworks	5	September	Wed 6pm – 9pm	12
Animal Grooming	5	November	Wed 6pm – 9pm	12
REVIT	N/A	September	Wed 6pm - 9pm	12
MOS Word	N/A	September	Mon 6pm – 9pm	6
MOS Excel	N/A	September	Wed 6pm – 9pm	6
Security Studies	4	September	Mon 6pm - 9pm	12
Door Security Studies	4	September	Wed 6pm - 9pm	12
MOS Excel Expert	N/A	September	Wed 6pm – 9pm	10
Retail Selling	5	September	Tues 6pm – 9pm	12
Reception and Frontline Office Skills	5	September	Wed 6pm – 9pm	12
Business Administration Skills	5	September	Tues 6pm - 9pm	12
Sales and Marketing Management	6	September	Mon 6pm – 9pm	12
Business Management	6	September	Tues 6pm – 9pm	12
Bookkeeping	6	September	Wed6pm – 9pm	12
Payroll	6	September	Tues 6pm – 9pm	12
Styling African Type Hair	N/A	September	Wed 6pm – 9pm	12
Learning Difficulty Awareness	6	September	Tues 6pm - 9pm	12
Assistive Technology	6	September	Wed 6pm – 9pm	12
Human Resource Management	6	September	Wed 6pm – 9pm	12
Team Leadership	6	September	Tues 6pm – 9pm	12
Project Management	6	September	Tues 6pm – 9pm	12
Personal and Professional Development	6	September	Wed 6pm - 9pm	12
Supervisory Management	6	September	Wed 6pm – 9pm	12
Training & Development (Training Delivery and Evaluation)	6	September	Wed 6pm – 9pm	12
ICDL Workforce	N/A	September	Mon 6pm – 9pm	TBC
Adobe/photoshop Skills	N/A	September	Tues 6pm- 9pm	TBC

**\*Courses will commence subject to numbers. Exact Start dates will be confirmed after registration.**

For more information or to register, email: [eveningcourses@cmetb.ie](mailto:eveningcourses@cmetb.ie)



## Cavan Autumn 2024 Provision

**VENUE: FET Campus, Dublin Road, Cavan**

MODULE	LEVEL	START DATE*	TIME	NUMBER of WEEKS
Accounting	5	September	Tues 6pm – 9pm	12
Bookkeeping	5	September	Thurs 6pm - 9pm	12
Animal Grooming	5	September	Tues 6pm – 9pm	12
Infection Prevention and Control	5	September	Tues 6pm – 9pm	12
Care of the Older Person	5	September	Thurs 6pm - 9pm	12
Nutrition for carers	5	September	Thurs 6pm – 9pm	12
Business Administration Skills	5	September	Thurs 6pm – 9pm	12
Child Health and Wellbeing	5	September	Thurs 6pm - 9pm	12
Retail Selling	5	September	Tuesday 6pm - 9pm	12
MOS Word	N/A	September	Tues 6pm – 9pm	6
MOS Excel	N/A	September	Thurs 6pm – 9pm	6
MOS Excel Expert	N/A	September	Tues 6pm - 9pm	8
Spreadsheet Methods	5	September	Thurs 6pm – 9pm	12
Medical Terminology	5	September	Thurs 6pm- 9pm	12
Digital Marketing	5	September	Tues 6pm – 9pm	12
CAD Autodesk	N/A	September	Tues 6pm – 9pm	12
Payroll	6	September	Tues 6pm – 9pm	12
Bookkeeping	6	September	Thurs 6pm – 9pm	12
Business Management	6	September	Thurs 6pm – 9pm	12
Learning Difficulty Awareness	6	September	Tues 6pm – 9pm	12
Assistive Technology	6	September	Thurs 6pm – 9pm	12
Health Promotion	6	September	Thurs 6pm – 9pm	12
Supervisory Management	6	September	Tues 6pm – 9pm	12
Team Leadership	6	September	Tues 6pm – 9pm	12
Human Resource Management	6	September	Thurs 6pm - 9pm	12
Employment Law	6	September	Tues 6pm – 9pm	12
Personal and Professional Development	6	September	Thurs 6pm – 9pm	12
Conflict Management	6	September	Thurs 6pm – 9pm	12
Sales and Marketing Management	6	September	Thurs 6pm – 9pm	12
Training & Development (Training Needs Identification and Design)	6	September	Thurs 6pm – 9pm	12
ICDL Workforce	N/A	September	Thurs 6pm – 9pm	TBC
Adobe / Photoshop	N/A	September	Thurs 6pm - 9pm	TBC

**\*Courses will commence subject to numbers. Exact Start dates will be confirmed after registration. For more information or to register, email [eveningcourses@cmetb.ie](mailto:eveningcourses@cmetb.ie) or call 087 4054311.**



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