



cmetb
Bord Oideachais agus Oiliúna
an Chabháin agus Mhuineacháin
*Cavan and Monaghan
Education and Training Board*

Evening Provision
Cavan and Monaghan

Monaghan Evening Courses Spring Prospectus 2022



An Roinn Oideachais
agus Scileanna
Department of
Education and Skills

SOLAS
learning works





Monaghan

VENUE: Monaghan Institute, Armagh Road, Monaghan

MODULE	LEVEL	START DATE*	TIME	NUMBER of WEEKS
Maths/Maths for STEM	5	January 2022	6pm – 9pm	15
Bookkeeping	5	January 2022	6pm – 9pm	12
SNA (Special Needs Assisting)	5	January 2022	6pm – 9pm	12
Patient Care	5	January 2022	6pm – 9pm	12
CAD Solidworks	5	January 2022	6pm – 9pm	12
Payroll	5	January 2022	6pm – 9pm	12
Medical Terminology	5	January 2022	6pm – 9pm	12
Retail Selling	5	January 2022	6pm – 9pm	12
Digital Marketing	5	January 2022	6pm – 9pm	12
Legal Practice and Procedures	5	January 2022	6pm – 9pm	12
Administration Practices	6	January 2022	6pm – 9pm	12
Bookkeeping	6	January 2022	6pm – 9pm	12
Payroll	6	January 2022	6pm – 9pm	12
SNA (Special Needs Assisting)	6	January 2022	6pm – 9pm	12
Customer Service	6	January 2022	6pm – 9pm	12
Employment Law	6	January 2022	6pm – 9pm	12
Team Leadership	6	January 2022	6pm – 9pm	12
Training & Development (Module: Training Needs Identification & Design)	6	January 2022	6pm – 9pm	12
Sales and Marketing Management	6	January 2022	6pm – 9pm	12
Professional Presentations	6	January 2022	6pm – 9pm	12
Adobe Illustrator	N/A	January 2022	6pm – 9pm	10
Spreadsheet Methods	5	January 2022	6pm – 9pm	12
MOS Excel	N/A	January 2022	6pm – 9pm	10
ICDL Workforce	N/A	January 2022	6pm – 9pm	TBC
ICDL Professional	N/A	January 2022	6pm – 9pm	TBC

Courses will proceed subject to COVID-19 restrictions and guidelines and some courses may be delivered in a blended learning format. For more information or to register, contact Charlotte Dunne by email to eveningcourses@cmetb.ie or call 087 4054311.





Welcome

CMETB Evening provision offers a wide range of courses, catering for learners of all ages and abilities. Our part-time evening timetable is designed to accommodate the busy schedules of working learners. Our objective is to support your professional development and develop your personal interests by complementing your existing qualifications or providing you with the opportunity to acquire a new national qualification.

At CMETB we are acutely aware that the workplace is an exciting environment that is constantly changing to meet economic demands and technological developments. Continuous learning and personal development are essential for people looking to enhance their career opportunities or for people looking to start on a completely new career path.

Why study for an Evening Qualification?

- Gain a competitive advantage in the workplace by enhancing your knowledge and skills
- Enhance existing qualifications and CV
- Develop both academically and professionally (enhanced skills such as communication, leadership skills, listening skills)
- Personal development and self-actualisation felt when you obtain a recognised national qualification.
- Develop a personal interest
- Adapt to workplace changes
- Flexible learning – courses are delivered on a part time basis





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*Cavan and Monaghan
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Evening Provision Cavan and Monaghan

Our Location – Monaghan Institute, Monaghan Education Campus, Armagh Road, Monaghan

Training Services Evening Courses are delivered in our state-of-the-art facilities in Monaghan Institute Education Campus, Armagh Road, Monaghan. H18 FY94. We are delighted that you have chosen CMETB Training Services as your education provider and look forward to welcoming you to our campus.



Course	Maths for STEM
Certification	QQI Level 5 – Maths for STEM 5N0556
Cost	All Level 5 and Level 6 evening courses are free of charge under the Skills to Advance or Skills to Compete initiative
Duration	15 weeks (90 hours)
Starts	10 th January 2022 (subject to numbers)
Venue	Monaghan Institute, Monaghan Education Campus, Armagh Road, Monaghan. (possibly blended learning)
Schedule	Monday and Wednesday evenings: 6.00pm – 9.00pm (3 hours per evening)
Description	<p>The purpose of this award is to equip the learner with the knowledge, skill and competence in a broad range of mathematical skills, in order to facilitate entry to and successful participation in Higher Education STEM (Science, Technology, Engineering & Mathematics) programmes.</p> <p>Learners will be able to demonstrate ‘mathematical proficiency’.</p> <p>Mathematical proficiency is characterised by 5 components:</p> <ul style="list-style-type: none"> • Conceptual understanding: Comprehension of mathematical concepts, operations and relations • Strategic Competence: The ability to formulate, represent and solve mathematical problems • Procedural fluency: Skill in carrying out procedures flexibly, accurately, efficiently and appropriately • Adaptive reasoning: Capacity for logical thought, reflection, explanation and justification • Productive disposition: Habitual inclination to see mathematics as sensible, useful, worthwhile, coupled with a belief in diligence and one’s own efficacy. <p>The learner will be facilitated to become proficient in all of the following:</p> <ol style="list-style-type: none"> 1. Number 2. Set Theory and Logic 3. Algebra 4. Geometry & Trigonometry 5. Probability & Statistics
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904 .

Course	Bookkeeping (Manual and Computerised)
Certification	QQI Level 5 – Bookkeeping 5N1354
Cost	All Level 5 and Level 6 evening courses are free of charge under the Skills to Advance or Skills to Compete initiative
Duration	12 weeks (36 hours)
Starts	10 th January 2022 (subject to numbers)
Venue	Monaghan Institute, Monaghan Education Campus, Armagh Road, Monaghan.
Schedule	Monday evenings: 6.00pm – 9.00pm (3 hours per evening)
Description	<p>The purpose of this award is to equip you with the knowledge, skills and competence to produce and maintain accurate bookkeeping records for a range of organisations, using manual and computerised systems.</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> • Explain the key terminology associated with the recording and maintenance of bookkeeping records, using manual and computerised systems • Outline the advantages and disadvantages of a computerised system over a manual one for record keeping purposes • Complete the books of first entry with appropriate VAT and departmental analysis from the information contained in a range of source documents to include; invoices, credit notes, bank records, petty cash vouchers • Post the information from the daybooks to the appropriate accounts in the ledgers • Extract a trial balance at the end of an accounting period • Prepare a Bank Reconciliation Statement from data supplied • Prepare the end-of-period VAT Return in accordance with the requirements of the Revenue Commissioners • Process all tasks as per the manual ones using an accounts package, comparing manual and computerised results • Analyse tasks completed making appropriate corrections to any errors and editing of data as directed • Print a selection of reports after backing up computerised data on a suitable medium
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904 .

Course	Special Needs Assistant
Certification	QQI Level 5 – Special Needs Assisting 5N1786
Cost	All Level 5 and Level 6 evening courses are free of charge under the Skills to Advance or Skills to Compete initiative
Duration	12 weeks (36 hours)
Starts	12 th January 2022 (subject to numbers)
Venue	Monaghan Institute, Monaghan Education Campus, Armagh Road, Monaghan
Schedule	Wednesday evenings: 6.00pm – 9.00pm (3 hours per evening) Learners will be required to complete an additional 15 hours over at least 5 sessions in one education setting (e.g., a mainstream school or a special national school).
Description	<p>The aim of this module is to</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> • Explore in the role and responsibilities of the Special Needs Assistant • Examine the qualities and skills of an effective Special Needs Assistant • Examine relevant legislation in relation to disability • Explore the rights of children with disabilities in relation to personal autonomy, participation and decision making • Relate effectively and appropriately to children who present with additional needs • Use care routines in feeding, toileting and general hygiene • Maintain appropriate relationships with children, parents, primary carers, teachers and other members of the multidisciplinary team • Work effectively with children who present with disabilities under the direction of the classroom teacher • Assist children with disabilities in a range of activities, ensuring equality of opportunity through working in a safe and professional manner • Reflect on personal practice working with children, their parents or guardians and colleagues ensuring that children's individuality is promoted and that their needs are met.
Additional Requirements	<ul style="list-style-type: none"> • Prior to commencing the course, learners must have secured access to a child with special needs in a formal education setting in order to learn skills and be assessed in the workplace. It is the responsibility of the learner to arrange their own placement. • Learners will be required to complete a minimum of 15 hours over at least 5 sessions in one education setting (e.g., a mainstream school or a special national school). • Learners must undergo Garda Vetting through the standard CMETB processes which will be arranged for you on registration.
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904 .

Course	Patient Care
Certification	QQI Level 5 – Activities of Living Patient Care 5N1786
Cost	All Level 5 and Level 6 evening courses are free of charge under the Skills to Advance or Skills to Compete initiative
Duration	12 weeks (36 hours)
Starts	12 th January 2022 (subject to numbers)
Venue	Monaghan Institute, Monaghan Education Campus, Armagh Road, Monaghan
Schedule	Wednesday evenings: 6.00pm – 9.00pm (3 hours per evening)
Description	<p>The aim of this module is to equip the learner with the knowledge, skills & competence to enable him/her provide individualised holistic care using the activities of living as a framework to guide care practices.</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> • Discuss a range of work practices in the provision of individualised holistic care for clients to include knowledge of the factors influencing the activities of living • Analyse the activities of living to include the five main concepts of the model of living and the role of a healthcare assistant in utilising the activities of living • Summarise the principles of maintaining a safe and hygienic environment to include knowledge of infection, accident, fire and problems with sensory deprivation • Implement a range of tasks carried out when caring for a patient in a safe environment to include effective communication skills • Employ the skills of a healthcare assistant in providing care for patients to include an awareness of the importance of nutrition, elimination, fluid balance, weight reporting and correct technique for catheter bag use • Practise skills involved in pressure area care, personal hygiene, foot care, patient temperature, mobilization and urinalysis • Demonstrate competence in a range of care techniques to include observations, manual and electronic counting, recording and reporting of pulse rate, respiration and blood pressure • 8. Work independently and as part of a healthcare team to respond appropriately to the needs of a client in a care setting.
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904 .

Course	Computer Aided Draughting using Solidworks
Certification	QQI Level 5 – Computer Aided Draughting 5N1604
Cost	All Level 5 and Level 6 evening courses are free of charge under the Skills to Advance or Skills to Compete initiative
Duration	12 weeks (36 hours)
Starts	12 th January 2022 (subject to numbers)
Venue	Monaghan Institute, Monaghan Education Campus, Armagh Road, Monaghan.
Schedule	Wednesday evenings: 6.00pm – 9.00pm (3 hours per evening)
Description	<p>This programme module aims to equip the learner with the knowledge, skill and competence to utilise Computer technology as a design tool and a presentation media.</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> • Analyse key features and characteristics of computer hardware and software in relation to computer-aided draughting and SOLIDWORKS interface. • Interpret key terminology, commands and icons associated with computer-aided draughting. • Discuss the contribution of technology as a design tool. • Utilise appropriate drawing commands to create a range of two-dimensional geometrical constructions to include lines, poly-lines, splines, arcs and circles. • Utilise a range of editing commands to modify existing constructions. • Utilise appropriate drawing commands to create a range of 3D solids to include spheres cylinders, cubes etc • Create, insert and edit a variety of blocks, layers and templates. • Employ appropriate techniques to customise a drawing in order to plot a page set-up and layouts. • Apply a range of labelling techniques to include hatching, text and dimensioning. • Modify the properties of a drawing to include application of line-type, line-weights, colours and scales. • Customise and restore default drawing tool settings.
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904 .

Course	Payroll (Manual and Computerised)
Certification	QQI Level 5 – Payroll Manual and Computerised 5N1546
Cost	All Level 5 and Level 6 evening courses are free of charge under the Skills to Advance or Skills to Compete initiative
Duration	12 weeks (36 hours)
Starts	12 th January 2022 (subject to numbers)
Venue	Monaghan Institute, Monaghan Education Campus, Armagh Road, Monaghan
Schedule	Wednesday evenings – 3 hours per evening 6.00pm – 9.00pm
Description	<p>The purpose of this module is to equip the learner with the knowledge, skills and competence to operate and maintain accurate payroll records using manual and computerised systems, for an organisation, working under general direction and supervision.</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> • Explain the key terminology associated with personal taxation in preparing and maintaining payroll records both manually and on the computer • Outline the advantages and disadvantages of a computerised system over a manual one for payroll processing purposes • Process the payroll for employee(s), using manual and computerised systems, under the cumulative tax system, to include; various elements of gross pay, holidays, unpaid leave, cut-off points, credits, all statutory and non-statutory deductions • Process the payroll for employee(s), under the emergency and temporary tax systems and subsequent transfer to the cumulative tax system • Demonstrate the changes in personal tax due to various factors to include; mid-year commencement and leaving of employment, changes in credits, refunds • Extract information from completed records to prepare all necessary mid-year and year end tax forms for employees • Extract information from completed records to prepare all necessary end-of-period and year end returns and tax forms for the Revenue Commissioners • Assess the effect of using alternative assessment methods to calculate the annual tax liability of married couples • Analyse the impact of changes in legislation on personal tax and take-home pay by comparing two tax years • Print a selection of reports after backing up computerised data on a suitable medium.
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904 .

Course	Medical Terminology
Certification	QQI Level 5 – Medical Terminology 5N2428
Cost	All Level 5 and Level 6 evening courses are free of charge under the Skills to Advance or Skills to Compete initiative
Duration	12 weeks (36 hours)
Starts	12 th January 2022 (subject to numbers)
Venue	Monaghan Institute, Monaghan Education Campus, Armagh Road, Monaghan
Schedule	Wednesday evenings – 3 hours per evening 6.00pm – 9.00pm
Description	<p>The purpose of this award is to equip the learner with the knowledge, skill and competence in the range of medical terminology applicable and relevant specifically to a medical receptionist or secretarial role in a medical practice, clinic and or hospital context.</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> • Examine a range of medical terminology required by a medical receptionist or secretary within a general medical practice and or specialist medical practice context. • Explore current relevant legislation regarding Health Services in Ireland. • Describe the sources of information available to the medical receptionist or secretary. • Examine the importance of using correct medical terminology in communicating with patients and medical practitioners. • Apply medical pronunciation and spelling correctly. • Define medical abbreviations used in medical investigations and diagnosis. • Define medical terminology associated with the medical specialities carried out in a large general hospital. • Define medical terms used in medical reports and summaries. • Use correct medical terminology in a wide range of specialities; when dealing with both patients and medical practitioners. • Assemble and prepare X-ray reports. • Prepare final medical reports; ensuring the use of appropriate terminology, language and format.
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904 .

Course	Retail Selling
Certification	QQI Level 5 – Medical Terminology 5N2428
Cost	All Level 5 and Level 6 evening courses are free of charge under the Skills to Advance or Skills to Compete initiative
Duration	12 weeks (36 hours)
Starts	12 th January 2022 (subject to numbers)
Venue	Monaghan Institute, Monaghan Education Campus, Armagh Road, Monaghan
Schedule	Wednesday evenings – 3 hours per evening 6.00pm – 9.00pm
Description	<p>The purpose of this award is to equip the learner with the knowledge, skill and competence in retail selling in order to apply best practice to the sales process.</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> • Explain the principles and capabilities of a range of technologies currently utilised in the retail sector to include cash registers, bar code scanners, electronic payment units, security devices, and stock control systems. • Interpret key terminology and trends in retail selling. • Analyse the impact of a range of factors on a retail environment to include customer loyalty, merchandising, retail ethics, training and communications skills. • Analyse current legislation and identify key legal responsibilities in relation to employers, employees, customers and product manufacturers. • Identify health and safety initiatives aimed at improving safety in a retail environment. • Analyse the key characteristics of a range of payment options available to customers in a retail environment. • Analyse the key characteristics of a range of retail environments to include self service, online selling and personal service. • Employ a range of techniques to identify appropriate opportunities to open or close a sale, to deal with complaints or to present alternative products. • Employ a range of communication skills in a retail environment to include use of active listening, product demonstration, and customer support techniques. • Employ secure cash handling techniques when dealing with a range of procedures to include refunds, void sales, vouchers, electronic transactions, payment validation, cheques, floats, product exchange and credit notes. • Employ standard procedures to utilise a range of devices currently used in the retail sector to include cash registers, bar code scanners, electronic payment units, security devices, and stock control systems. • Design a procedure for dealing with an unexpected incidence such as a fire or an injury in a retail environment. • Contribute to the planning and implementation of effective customer services policies to include returns, cash and carry, delivery and after sales services. • Take responsibility for the effective handling of customer feedback.
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904 .

Course	Digital Marketing
Certification	QQI Level 5 Digital Marketing 5N1364
Cost	All Level 5 and Level 6 evening courses are free of charge under the Skills to Advance or Skills to Compete initiative
Duration	12 weeks (36 hours)
Starts	10 th January 2022 (subject to numbers)
Venue	Monaghan Institute, Monaghan Education Campus, Armagh Road, Monaghan
Schedule	Monday evenings: 6.00pm – 9.00pm (3 hours per evening)
Description	<p>This programme module aims to equip the learner with the knowledge, skill and competence to develop and execute digital marketing strategies and activities, under supervision, using a range of e-tools within a range of digital marketing contexts.</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> • Outline the unique characteristics of the web as a marketing medium • Differentiate digital marketing from traditional marketing practice • Identify digital marketing strategies and explain their integration with traditional marketing • Outline the stages of analysis, development, implementation and control of digital marketing campaigns • Identify e-tools to include social media marketing, blogs, rich media, email marketing, search engine optimization, online advertising and their application to digital marketing campaigns • Outline strengths and weaknesses across a range of e-tools • Develop customised digital marketing campaigns to include the use of e-tools • Evaluate the effectiveness of campaigns using analytical e-tools • Plan a digital marketing campaign from inception to completion • Choose appropriate e-tools to implement a digital marketing strategy • Monitor digital marketing campaigns and use e-tools to include web analytics, social media monitoring and social bookmarking, to measure their effectiveness • Demonstrate a range of client management relationship skills to establish and maintain the business-to-business process.
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904 .

Course	Legal Practices and Procedures
Certification	QQI Level 5 Legal Practices and Procedures 5N1394
Cost	All Level 5 and Level 6 evening courses are free of charge under the Skills to Advance or Skills to Compete initiative
Duration	12 weeks (36 hours)
Starts	12 th January 2022 (subject to numbers)
Venue	Monaghan Institute, Monaghan Education Campus, Armagh Road, Monaghan
Schedule	Wednesday evenings: 6.00pm – 9.00pm (3 hours per evening)
Description	<p>This programme module aims to equip the learner with the knowledge, skill and competence in legal practice and principles to enable the learner to appreciate the role of law in a range of vocational context and within their personal lives.</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> • Identify the sources of Irish law to include an explanation of the features of each source • Assess the role of the Constitution in the Irish legal system • Explain the meaning of common general legal terms to include plaintiff, defendant, injunction, in camera and precedent • Outline the structure of the Irish judicial system to include the hierarchy, jurisdiction, and function of courts within the Irish court system. • Outline the role and function of personnel within the Irish legal system • Explore the impact of European Law on the Irish legal system • Define the nature of tort to include the recognition between tort and other civil and criminal wrongs • Describe the proceedings in a Court of law • Evaluate relevant documents and legislation relevant to a specific vocational area • Identify the main categories of remedies available to include compensation, injunction, declaration, specific performance and Judicial review • Evaluate impact of European Law on Irish Law • Identify the sources Irish law to include an explanation of the features of each source • Distinguish between civil and criminal, public and private and procedural and substantive law.
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904 .

Course	Administration Practice
Certification	QQI Level 6 – Administration Practice 6N4169
Cost	All Level 5 and Level 6 evening courses are free of charge under the Skills to Advance or Skills to Compete initiative
Duration	12 weeks (36 hours)
Starts	12 th January 2022 (subject to numbers)
Venue	Monaghan Institute, Monaghan Education Campus, Armagh Road, Monaghan
Schedule	Wednesday evenings: 6.00pm – 9.00pm (3 hours per evening)
Description	<p>The purpose of this award is to equip the learner with the knowledge, skill and competence to work independently or in a supervisory capacity in an administrative role in the private, public or voluntary sector or to progress to higher education or training.</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> • Assess the relationships between administrations practices and organisations policies, objectives and culture • Evaluate the role of administration in major organisational functions • Appraise current legislation and good practice guidelines on areas relevant to administration to include health and safety, data protection, corporate governance, employment and equality • Research issues relevant to administration to include security, facility management and environmental issues, confidentiality and Freedom of Information requests • Utilise verbal, written and presentation communication skills to provide a range of administrative support service such as data and workflow management • Organise meetings and events to include the production of related documentation • Manage a range of systems to maintain appointment, diary, messaging and mail processing, using information technology applications where relevant • Devise procedures for the procurement and issuing of business resources and supplies • Organise business travel and accommodation arrangements • Utilise a range of office equipment and information technology applications to perform administrative tasks • Deliver administrative services through developing working relationships with relevant stakeholders • Prioritise tasks in the performance of administrative services • Organise administrative support services to develop and maintain customer relationships
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904 .

Course	Bookkeeping
Certification	QQI Level 6 Bookkeeping Manual and Computerised 6N4865
Cost	All Level 5 and Level 6 evening courses are free of charge under the Skills to Advance or Skills to Compete initiative
Duration	12 weeks (36 hours)
Starts	12 th January 2022 (subject to numbers)
Venue	Monaghan Institute, Monaghan Education Campus, Armagh Road, Monaghan
Schedule	Wednesday evenings: 6.00pm – 9.00pm (3 hours per evening)
Description	<p>The purpose of this award is to equip the learner with the knowledge, skill and competence in the principles and practice of manual and computerised Bookkeeping to enable learners to complete bookkeeping accounts and reports in a range of vocational environments.</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> • Appraise a bank current account statement to include the reconciliation of any differences between the statement and own records • Extract specific information from a range of reports including debt control from aged debtors and aged creditors reports • Assess key performance indicators to include net profit, cost margins, cash flow, debt control and performance based on actual versus budgeted figures • Set up a range of variables on a computerised bookkeeping system to include customers, suppliers, products, nominal recurring transactions, bank transactions, budget figures and VAT using appropriate rates including resale and non- resale rates • Post nominal recurring transactions and bank transactions on a computerised bookkeeping system and opening balances and foreign currency transactions in appropriate books and accounts • Correct a range of errors not revealed by the Trial Balance, to include errors of principle, errors of prime entry, errors of omission, errors of commission, compensating errors and complete reversal of entries • Amend a source document entry, where appropriate, in the relevant ledger using the computerised system and a receipt payment, which has been reconciled previously in error • Revise customer or supplier contact details, nominal ledger account details, product price lists and own records with data extracted from a bank statement • Complete a bank reconciliation and a reconciliation of sales and purchases ledgers to the control accounts • Create a provision for accruals and prepayments • Issue monthly statements from the sales ledger • Extract data from relevant source documents in order to complete appropriate books of prime entry, using manual and computerised bookkeeping systems to include purchases, sales, receipts, payments and petty cash books • Complete accounts receivable, accounts payable and nominal ledger accounts to include end-of-period tasks

	<ul style="list-style-type: none"> • Produce a set of final accounts to include Trading, Profit and Loss account and Balance Sheet on a computerised bookkeeping system • Complete a VAT return form for submission to the Revenue Commissioners 16. Produce a range of reports from ledgers and other sources to include VAT and departmental analysis.
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904 .



Course	Payroll
Certification	QQI Level 6 Payroll Manual and Computerised 6N4005
Cost	All Level 5 and Level 6 evening courses are free of charge under the Skills to Advance or Skills to Compete initiative
Duration	12 weeks (36 hours)
Starts	10 th January 2022 (subject to numbers)
Venue	Monaghan Institute, Monaghan Education Campus, Armagh Road, Monaghan
Schedule	Monday evenings: 6.00pm – 9.00pm (3 hours per evening)
Description	<p>The purpose of this award is to equip the learner with the knowledge, skills and competence to record, edit, interpret, analyse and process payroll data using manual and computerised systems within an organisation.</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> • Examine the main provisions of the Organisation of Working Time Act to include its impact on employers and employees • Examine a range of forms and information in electronic format an employee may receive from the Revenue Commissioners • Analyse the effectiveness of online Services, offered by the Revenue Commissioners, for both employee and employer • Document the stages involved in the processing of payroll from an employer and an employee perspective • Illustrate how an overpayment and underpayment of tax, Universal Social Charge (USC) and Pay Related Social Insurance (PRSI) may occur as a result of changes in tax credits and various thresholds • Demonstrate how to deal with mid-year scenarios to include: employee starting work for the first time, employee changing employment and leaving employment • Enter employee data and the organisation payroll parameters from data supplied on a computerised payroll system • Process the payroll manually for employees taxed in accordance with the normal, temporary and emergency tax systems from a range of data supplied to include: regular pay, bonus, commission, overtime, holidays, benefit-in-kind, tax-saver scheme, health cover, sick pay, statutory redundancy, unpaid leave, reimbursed expenses, pension, statutory and non-statutory deductions • Process the payroll electronically for employees taxed in accordance with the normal, temporary and emergency tax systems for a minimum of two pay periods from data supplied to include: regular pay, bonus, commission, overtime, holidays, benefit-in-kind, tax-saver scheme, health cover, sick pay, statutory redundancy, unpaid leave, reimbursed expenses, pension, statutory and non-statutory deductions

	<ul style="list-style-type: none"> • Demonstrate how to edit employee records to include amending error(s) generated in a previous pay period • Print a range of reports and documents such as: end-of-period and or end-of-year tax return forms, payslips and relevant management reports after backing up computerised data on a suitable medium • Analyse management reports generated electronically.
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904 .

Course	Special Needs Assistant
Certification	QQI Level 6 – Special Needs Assisting 6N1957
Cost	All Level 5 and Level 6 evening courses are free of charge under the Skills to Advance or Skills to Compete initiative
Duration	12 weeks (36 hours)
Starts	10 th January 2022 (subject to numbers)
Venue	Monaghan Institute, Monaghan Education Campus, Armagh Road, Monaghan
Schedule	Monday evenings: 6.00pm – 9.00pm (3 hours per evening) Learners will be required to complete an additional 30 hours over at least 5 sessions in one education setting (e.g., a mainstream school or a special national school).
Description	<p>The aim of this module is to equip the learner with the knowledge, skill and competence in the theory and practice underpinning the education and care of those who present with special educational needs to enable the learner to assist in the provision of this education and care.</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> • Evaluate the provision of education for people with special educational needs with reference to current legislation. • Assess the various educational options available in Ireland for people with special educational needs. • Examine relevant theories, skills and processes relevant to curriculum implementation. • Explore the differences between integration and inclusion. • Organise learning opportunities in order to promote independence and responsibility • Evaluate the importance of the multidisciplinary team in devising individual education plans • Analyse skills that can be used to aid the teacher in the administration of the national curriculum • Assess interventions and behaviour management techniques that may be used in the learning environment • Manage meaningful activities that are suited to people’s needs and connect with their experiences and interests in the learning environment. • Identify strategies for dealing with stressors within the workplace • Provide assistance in the provision of education and care for individuals that present with special educational needs. • Reflect on own attitudes, values, beliefs and assumptions in relation to working with and on behalf of people who present with disabilities.
Additional Requirements	<ul style="list-style-type: none"> • Prior to commencing the course, learners must have secured access to a child with special needs in a formal education setting in order to learn skills

	<p>and be assessed in the workplace. It is the responsibility of the learner to arrange their own placement.</p> <ul style="list-style-type: none"> • Learners will be required to complete a minimum of 30 hours over at least 5 sessions in one education setting (e.g., a mainstream school or a special national school). • Learners must undergo Garda Vetting through the standard CMETB processes which will be arranged for you on registration. • Learners enrolling for L6 SNA should have previously completed L5 SNA
<p>How to apply</p>	<p>Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904.</p>

Course	Customer Service
Certification	QQI Level 6 – Customer Service 6N0697
Cost	All Level 5 and Level 6 evening courses are free of charge under the Skills to Advance or Skills to Compete initiative
Duration	12 weeks (36 hours)
Starts	10 th January 2022 (subject to numbers)
Venue	Monaghan Institute, Monaghan Education Campus, Armagh Road, Monaghan
Schedule	Monday evenings: 6.00pm – 9.00pm (3 hours per evening)
Description	<p>The aim of this module is to equip the learner with the relevant knowledge, skill and competence to direct quality customer service within a work, social or voluntary environment, independently and or in a supervisory capacity.</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> • Evaluate the principles and practice of customer service in range of public, private and voluntary environments. • Explain the principles underpinning customer service in a range of organisations, to include domestic and global organisations, those dealing with internal; external, corporate and individual customers, organisations providing products, and those providing services. • Evaluate how organisational policies and industry specific quality assurance systems can enhance customer service, to include customer charter policies on handling complaints, relevant quality rating systems. • Summarise key elements of consumer legislation for an industry-specific area in Ireland, to include a comparative look at similar legislation in another country. • Describe the formal processes and associated organizations or bodies available to customers seeking protection, representation and redress. • Construct an organisational charter for two different types of organisations, to include identification of personnel with responsibility for customer service. • Describe how the principles of customer service influence strategic planning in an organisation, to include reference to policies and standard operational procedures for all levels of the organization. • Explain how market research can assist development of customer service strategies, to include use of primary and secondary data, different data collection methods, use of market segmentation and observation of customer reaction and behaviour. • Use a range of communication skills and technologies to meet the needs of diverse customers, to include a variety of listening methods and strategies to respond to complaints and to resolve any difficulties arising • Design a tool to measure customer satisfaction in an industry-specific area, such as a comment form, survey, questionnaire, focus group

	<ul style="list-style-type: none"> • Manage the needs of customers within a specialised industry or vocational area, to include identification of diverse needs of older people, children, people with a disability, those with requirements based on culture or religion and strategies to meet those needs and to build customer loyalty • Facilitate effective teamwork in customer care, to include evaluation of performance and success • Design a customer service programme for staff, to include operational standards for frontline personnel and delivery of an appropriate oral presentation summarising the programme.
<p>How to apply</p>	<p>Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904.</p>

Course	Employment Law
Certification	QQI Level 6 – Employment Law 6N4322
Cost	All Level 5 and Level 6 evening courses are free of charge under the Skills to Advance or Skills to Compete initiative
Duration	12 weeks (36 hours)
Starts	10 th January 2022 (subject to numbers)
Venue	Monaghan Institute, Monaghan Education Campus, Armagh Road, Monaghan
Schedule	Monday evenings – 3 hours per evening 6.00pm – 9.00pm
Description	<p>The purpose of this award is to equip the learner with the knowledge, skill and competence in the principles of employment law and the statutory frameworks which regulate the employment relationship.</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> • Demonstrate a specialised knowledge of employment law principles and provisions and of the Irish legal system and the influence of European law on Irish employment law • Evaluate the theoretical concepts and models relating to individual employment rights to include discrimination, maternity, adoptive and parental leave, part-time and fixed-term work, agency work, payment of wages, the organisation of working time, pensions, health and safety, equality and privacy • Apply a comprehensive range of specialised skills and tools to the contract of employment within the context of well-defined scenarios for a range of employee categories to include terms and conditions, pay and pension, termination, dismissal, leave, duties • Formulate an employer’s response to the impact of Data Protection and Freedom of Information in the management and maintenance of employee information in the workplace • Evaluate the role of employment legislation and institutions in combating discrimination and harassment to promote equality in the workplace • Assess the facts in defined breaches of employment law and the legal procedures of redress and remedies available through labour relations institutions and the courts • Demonstrate a specialised understanding of the status, interpretation and implementation of collective Bargaining • Appreciate the legal significance of Human Resource grievance and disciplinary policies and procedures within the context of dispute resolution strategies

	<ul style="list-style-type: none"> • Investigate the legislative framework of health, safety and welfare at work regulations with which employers and employees are legally obliged to comply • Evaluate the role and function of labour relations institutions and trade unions and the legal procedures of redress which apply under employment law • Report on the impact of a principal of employment law in a chosen vocational area based on a specific court case history.
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904 .

Course	Team Leadership
Certification	QQI Level 6 – Team Leadership 6N1948
Cost	All Level 5 and Level 6 evening courses are free of charge under the Skills to Advance or Skills to Compete initiative
Duration	12 weeks (36 hours)
Starts	12 th January 2022 (subject to numbers)
Venue	Monaghan Institute, Monaghan Education Campus, Armagh Road, Monaghan
Schedule	Wednesday evenings – 3 hours per evening 6.00pm – 9.00pm
Description	<p>The purpose of this award is to equip the learner with the knowledge, skill and competence to work as an effective leader and member of a team, independently and/or in a supervisory capacity</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> • Research the elements and stages of team development, to include different kinds of teams, a multi-team environment, the characteristics of an effective team and the need for different roles for individuals • Evaluate the concepts of leadership and management, different leadership and management styles and the principal theories that underpin these, to include leadership in different contexts and environments such as mentoring, coaching, project management, the learning organisation and the debate over leadership versus management • Participate in organisational planning and in teamwork planning, to include setting specific, measurable, attainable, relevant and time-bound (SMART) objectives, ongoing monitoring of progress, and evaluation • Distinguish between organisational strategy, objectives and goals • Evaluate a range of current motivation theories and practical strategies to enhance motivation in teams • Demonstrate team leadership, to include team building, supporting team members at different stages of team development, motivation strategies, interpersonal communications, time and meeting management and use of inter-team and intra-team reporting structures • Negotiate a plan or project with team members, to include effective delegation of tasks and responsibilities • Lead progress on a work plan to include taking corrective action to ensure successful completion of the plan, on-going monitoring of progress, and evaluation
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904 .

Course	Training & Development Training Needs Identification and Design 6N3325
Certification	QQI Level 6 – Training and Development 6S3372
Cost	All Level 5 and Level 6 evening courses will be free of charge under the Skills to Advance or Skills to Compete initiative
Duration	12 weeks (36 hours)
Starts	12 th January 2022 (subject to numbers)
Venue	Monaghan Institute, Monaghan Education Campus, Armagh Road, Monaghan
Schedule	Wednesday evenings: 6.00pm – 9.00pm (3 hours per evening)
Description	<p>The purpose of this award is to equip the learner with the knowledge, skill and competence to identify training and development needs for an organisation and or an individual, to devise a training plan and to explore the scope of training and development design to meet specific needs</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> • Differentiate between the concepts of learning, training, development and education and examine the purpose of training and development in an organisational or individual setting. • Examine the internal and external environmental factors influencing training and development requirements. • Examine the impact of organisation strategy, policy, vision and mission on training and development. • Apply a comprehensive range of specialised skills and tools in identifying the barriers to training and attitudes to training in an organisation. • Examine the purpose and benefits of training needs analysis in an organisational and/or individual setting and assess a range of approaches and techniques to conduct a training needs analysis. • Assess a range of Instructional System Design (ISD) models and evaluate a range of performance management approaches in the context of identifying training and development needs. • Identify the stages in a Training Needs Analysis (TNA) and conduct a TNA to identify training and development needs for an organisation and or individual and identify the outcomes in terms of gaps in knowledge, skills and attitudes. • Devise a training plan based on prioritised training needs to include a cost benefit analysis. • Design a training intervention, that incorporates a range of design factors to include trainees, adult learning theories, motivation theories, objectives, exercises, training methods, learning aids, location and facilities. • Develop appropriate training content and materials using a range of learning aids to include web-based facilities, software, flipcharts and handouts.
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904 .

Course	Sales and Marketing Management
Certification	QQI Level 6 – Sales and Marketing Management 6N3613
Cost	All Level 5 and Level 6 evening courses will be free of charge under the Skills to Advance or Skills to Compete initiative
Duration	12 weeks (36 hours)
Starts	10 th January 2022 (subject to numbers)
Venue	Monaghan Institute, Monaghan Education Campus, Armagh Road, Monaghan
Schedule	Monday evenings: 6.00pm – 9.00pm (3 hours per evening)
Description	<p>The purpose of this award is to equip the learner with the knowledge, skill and competence to plan, prepare and execute a sales and marketing plan which support and advance the objectives of an organisation.</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> • Assess the principles of sales and marketing management to include the planning and execution of the pricing, promotion and distribution elements of a marketing plan, the budgeting and forecasting of a sales plan and the recruitment, organisation, compensation and evaluation of a sales team • Appraise the sales and marketing environment to include market entry strategies and analyses of consumer behaviour. • Analyse customer needs to include their motivations and style through emotional, reassurance purchase and esteem purchases as they relate to the sales cycle. • Evaluate the types of sales and marketing environments that organisations operate in to include business to consumer and business to business markets and the methods of promotion available to organisations at each stage of their development • Interpret the impact of a range of micro and macro factors that affect sales and marketing decisions. • Identify the main features and impacts of the legal and regulatory framework relevant to the sales and marketing function. • Research the company’s market, current and potential customer base, competition, market segmentation, target market and position for a range of products and services to potentially maximise all selling opportunities. • Utilise internal and external analysis techniques including strengths, weaknesses, opportunities and threats (SWOT), political, economic, social, technical, legal (PESTLE) and Porter’s Five Forces in formulating sales and marketing plans. • Formulate sales management techniques to meet the needs of a range of organisations to include appropriate marketing and selling key performance indicators • Estimate the budgets and forecasting for a sales and marketing plan • Develop and adapt the marketing mix for products and services over time and in different markets

	<ul style="list-style-type: none"> • Devise an after-sales service policy for their organisation to include the interpersonal skills required when dealing with a dissatisfied customer post sale and how new sales opportunities can be created from after sales service • Revise strategic planning, marketing activities, market research and sales management to adapt to the changing business environment • Illustrate how sales targets and profits are achieved through a balanced product and service portfolio • Manage a range of sales functions to include the recruitment, motivation, leadership, training, organisation, staff compensation and evaluation and the modelling of the complete sales cycle in line with organisational key performance indicators • Supervise the implementation of a sales and marketing plan • Appraise the performance of sales and marketing personnel against key performance indicators.
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904 .

Course	Professional Presentations
Certification	QQI Level 6 – Professional Presentations 6N4006
Cost	All Level 5 and Level 6 evening courses will be free of charge under the Skills to Advance or Skills to Compete initiative
Duration	12 weeks (36 hours)
Starts	10 th January 2022 (subject to numbers)
Venue	Monaghan Institute, Monaghan Education Campus, Armagh Road, Monaghan
Schedule	Monday evenings: 6.00pm – 9.00pm (3 hours per evening)
Description	<p>The purpose of this award is to explore professional presentation skills, techniques and technologies with the learner, giving the learner every opportunity to practice and perfect their own best presentation style so that they can perform presentations to targeted audiences with confidence, ability and experience.</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> • Appraise the importance of effective professional presentation in a business and training environment • Value powerful visual presentation using sophisticated presentation skills in a business and training environment • Acquire an in-depth knowledge of presentation software so that presentations can be created, managed and delivered • Evaluate cognitive learning theories and methods such as auditory, visual, kinaesthetic styles of learning • Utilise design and planning tools to facilitate communication, engagement and learning by the target audience • Utilise multimedia tools and visual aids to include charts, diagrams, graphs, images, audio files, to ensure objectives of the presentation are achieved • Troubleshoot (create) macros and templates to design a coherent presentation • Research the context and content of the material/data to be presented and the profile of the target audience • Supervise facilities and resources so that presentations can be delivered within optimum presentation conditions • Utilise assistive technology to ensure all members of the audience are engaged with all communications
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904 .

Course	Adobe Illustrator
Certification	<p>Adobe Certified Associate (ACA) certification in Illustrator (CC, CS6)</p> <p>The Adobe Certified Associate (ACA) certification is an excellent way to demonstrate proficiency with the Adobe suite of products, as well as an understanding of the digital communication skills associated with them. With an ever-growing emphasis on digital media in the world, ACA certification is an invaluable commodity in both your personal and professional life.</p>
Cost	All Level 5 and Level 6 evening courses are free of charge under the Skills to Advance or Skills to Compete initiative
Duration	12 weeks (36 hours)
Starts	12 th January (subject to numbers)
Venue	Monaghan Institute, Monaghan Education Campus, Armagh Road, Monaghan
Schedule	Wednesday evenings – 3 hours per evening 6.00pm – 9.00pm
Description	<p>Graphic Design & Illustration using Adobe Illustrator CC</p> <p>Adobe Illustrator is one of the apps within the Adobe Creative Cloud that is a core program used by professional Graphic Designers. It is used for drawing logos, creating type and layout, and creating common items such as posters, flyers and online graphics.</p> <p>Through this course, students will build their familiarity with core product features and capabilities, as well as basic project management and design principles.</p> <p>The following 5 key areas will be covered in this course:</p> <ol style="list-style-type: none"> 1. Working in the Design Industry; key terminology, communication, managing design projects and understanding the legalities around image licensing. 2. Project Setup and Interface; correctly setting up project documents for their intended usage, and tools that assist in ease of workflow and management within the document. 3. Organizing Documents; understanding layers and how to manage many elements within the one document. 4. Creating and Modifying Visual Elements; drawing tools, shape modification tools, creating and modifying type, effects. 5. Publishing Digital Media; understanding how to output files correctly for use on screen or in print.

	<p>Adobe has worked with industry experts, educators, and test-design specialists to define proficiency in Creative Cloud applications and identify the skills and knowledge necessary to start careers in digital media. Assessment for this course is aligned with the Adobe Certification Programme for Professionals. A final exam is facilitated through Certiport and is a 50-minute performance-based exam reflecting extensive research on how professionals utilize Adobe software and approach creative projects.</p> <p>When you pass the final exam, you will receive an industry recognised accreditation as an Adobe Certified Professional in Graphic Design & Illustration using Adobe Illustrator CC.</p>
<p>How to apply</p>	<p>Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904.</p>

Course	MS Excel – Spreadsheet Methods
Certification	QQI Level 5 – Spreadsheet Methods 5N1977
Cost	All Level 5 and Level 6 evening courses are free of charge under the Skills to Advance or Skills to Compete initiative
Duration	12 weeks (36 hours)
Starts	10 th January 2022 (subject to numbers)
Venue	Monaghan Institute, Monaghan Education Campus, Armagh Road, Monaghan
Schedule	Monday evenings – 3 hours per evening 6.00pm – 9.00pm
Description	<p>This Spreadsheet Methods course is suitable for those with little or no previous knowledge, who wants to develop their knowledge, skill and competence to create and modify spreadsheets, using common spreadsheet features.</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> • Investigate a range of common uses for spreadsheets • Explore key spreadsheet elements including cells, cell references, numeric, alpha, and alphanumeric data, formulae, functions, graphs and macros • Demonstrate common spreadsheet usability features to include use of toolbars, window management, sorting, and filtering • Use spreadsheet design features involving data and cell formatting techniques which enhance understanding and legibility • Automate routine multi-step tasks through the creation, execution, and management of simple macros • Print complete or partial sections of a spreadsheet, formatted fit for presentation • Use advanced spreadsheet features including absolute and relative cell references, conditional IF statements, statistical, financial, and date and time functions • Generate a variety of types of graphs, with appropriate titles and labels, from spreadsheet data • Produce a spreadsheet, with minimal supervision, that meets a simple design specification and is fit for purpose • Demonstrate personal initiative and resourcefulness in editing and amending spreadsheets to ensure they are fit for purpose.
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904 .

Course	MOS Excel
Certification	Microsoft Office Specialist (MOS) Excel, an internationally recognised standard for demonstrating desktop skills.
Cost	Course fees for this course will be free of charge under the Skills to Advance or Skills to Compete initiative
Duration	10 weeks
Starts	12 th January 2022 (subject to numbers)
Venue	Monaghan Institute, Monaghan Education Campus, Armagh Road, Monaghan
Schedule	Wednesday evenings – 3 hours per evening 6 - 9pm
Description	<p>This course is designed for Microsoft Excel users who wish to extend their knowledge and skills beyond building simple workbooks.</p> <p>Excel 2019 training course focuses on how to work more efficiently with calculations, how to further enhance the appearance of the data in the spreadsheet and introduces some data analysis features of Excel. It will demonstrate how to control more complex formulas and functions and how to use formula auditing. It will also cover the use of various tools to analyse data such as sorting, filtering and a basic introduction to Pivot tables. You will learn how to organise and present your data using tables, charts and conditional formatting.</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> • Create Worksheets and Workbooks • Navigate in Worksheets and Workbooks • Format Worksheets and Workbooks • Customize Options and Views for Worksheets and Workbooks • Configure Worksheets and Workbooks for Distribution • Insert and format data in Cells and Ranges • Summarize and Organize Data • Create and Manage Tables • Manage Table Styles and Options • Filter and Sort a Table • Summarize Data by using Functions • Perform Conditional Operations by using Functions • Format and Modify Text by using Functions • Create and format Charts • Insert and Format Objects
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904 .

Course	ICDL Workforce (formerly ECDL)
Certification	ICDL certification - an internationally recognised standard for demonstrating desktop skills.
Cost	Course fees for this course will be free of charge under the Skills to Advance or Skills to Compete initiative
Duration	10 weeks
Starts	10 th January 2022 (subject to numbers)
Venue	Monaghan Institute, Monaghan Education Campus, Armagh Road, Monaghan
Schedule	Monday evenings – 3 hours per evening 6 - 9pm
Description	<p>ICDL Workforce is designed to build the digital skills of the modern workplace. These modules will help employees and candidates demonstrate their effective use of technology with skills and knowledge that can be further developed by progressing to the ICDL Professional modules and beyond.</p> <p>Modules in the ICDL Workforce programme will include:</p> <ul style="list-style-type: none"> • Computer Essentials • Documents (MS Word) • Spreadsheets (MS Excel) • Presentations (MS PowerPoint) <p>On completion of the ICDL Workforce certification learners may progress to modules on the ICDL Professional programme.</p>
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904 .

Course	ICDL Professional (formerly ECDL)
Certification	ICDL certification - an internationally recognised standard for demonstrating desktop skills.
Cost	Course fees for this course will be free of charge under the Skills to Advance or Skills to Compete initiative
Duration	TBC
Starts	12 th January 2022 (subject to numbers)
Venue	Monaghan Institute, Monaghan Education Campus, Armagh Road, Monaghan
Schedule	Wednesday evenings – 3 hours per evening 6 - 9pm
Description	<p>ICDL Professional is designed to meet the needs of modern professionals in a range of sectors and develops an advanced level of skills for those with technology reliant roles. From the use of business applications to the fundamentals of advanced technologies, these skills allow them to manage different types of workload as well as collaborate with technical teams.</p> <p>ICDL Professional contains a range of modules which can be combined in any way to create a unique ICDL Profile. The syllabus content of each module is supported by learning materials that mirror day-to-day tasks and responsibilities typical of a role in the sector or industry.</p> <p>Modules in the ICDL Professional programme may include any combination of the following:</p> <ul style="list-style-type: none"> • Presentations (Advanced) • Documents (Advanced) • Digital Marketing • Project Planning • Management Spreadsheets • Financial Spreadsheets • Data Analytics • Databases (Advanced)
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904 .