



## Roscommon Evening courses



### METHODS OF REGISTRATION FOR ALL COURSES:

1) **Social Welfare Clients**...Call to your local Intreo Centre, Department of Social Protection to be approved for the fee-waiver scheme and waitlisted for the training course of your choice.

#### **Intreo Centre, Department of Social Protection contact details:**

Convent Road, Roscommon t:090 6632903

Grace Park Road, Athlone t:090 6449640

Tuam, Co Galway t:093 28066

2) **Fee Paying Clients**...contact Evening Course Assistance 091 706252

### TERMS & CONDITIONS:

Fees Payable by Personal Cheque (no company cheques), Draft or Cash.

Courses run subject to demand.

Places secured on date of application.

Courses require Date of Birth & PPS No. details.

All courses are due to commence in March 2017.

NO REFUNDS after evening 2.



## Evening Course Brochure March 2017



Telephone (091) 706252

email [roscommonevening@gretb.ie](mailto:roscommonevening@gretb.ie)

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

 GRETb Training Centre



## Computer Basics

(RNQ172) €180



2 evenings per week (30 hrs)  
Monday & Wednesday  
7pm to 10pm for 5 weeks

This course has been designed to introduce learners with little or no previous knowledge of computers to the basics of Information Communications Technology (ICT). Topics covered in this course include: Creating a Document, File Management, Internet & Email.

**EqualSkills is specially developed to cater for those with NO EXPERIENCE of computers.**

ECDL EqualSkills Certificate

### Location:

**Coláiste Mhuire Secondary School  
Ballygar, Co Galway**

## WORD PROCESSING

(RNQ9134) €250



2 evenings per week (50 hrs)  
Monday & Wednesday  
7pm to 10pm for 8½ weeks

The aim of this course is to enable the learner to develop skills in document formatting, text manipulation, graphics, tabs, tables, mail merge. Create documents applying a range of text processing features including – margins and line spacing, indenting text and paragraphs, borders and shading, numbering and bullets, copying and pasting text. Enhance your skills in file management. Creating and storing templates.

**Computer & Keyboard Skills Essential.**

## ECDL...

(RNQ276) €450



2 evenings per week (66 hrs)  
Monday & Wednesday  
7pm to 10pm for 11 weeks

This is a recognised European Standard in computer competence. Course includes:

Computer Essentials, Online Essentials, Word Processing, spreadsheets, Using Databases, Presentation, IT Security

**Computer & Keyboard Skills Essential.**

Full ECDL licence awarded on successful completion of 7 online tests.

### Location:

**RWN Community Development Project  
Unit 6, The Old Mill, Castlereagh, Co Roscommon**

## BOOKKEEPING MANUAL & COMPUTERISED using

SAGE 50®

(RNQ225) €300



2 evenings per week (60 hrs)  
Monday & Wednesday  
7pm to 10pm for 10 weeks

The aim of this course is to provide learners with the skills, knowledge and competencies to operate both a manual bookkeeping system from source documents up to trial balance and to use a computerised accounts system incorporating Debtors, Creditors, Nominal Ledgers and financial reporting system.

**QQI Level 4 Major Award or its equivalent required prior to entry to the programme.**

QQI Level 5 Component Certificate in Bookkeeping Manual & Computerised 5N1354

### Location

**Strokestown Further Education Centre  
Church Street, Strokestown, Co Roscommon**

## Good Manufacturing Practice

RNQ223) €300



2 evenings per week (50 hrs)  
Monday & Wednesday  
7pm to 10pm for 10 weeks

The aim of the course is to enable the learner to develop the skills, knowledge and competencies to work at operative level in a cleanroom. Working within a medical technologies environment, performing a range of packaging and labelling tasks in compliance with quality standards and good manufacturing practice. Using a range of continuous improvement methodologies.

**Good numerical & communication skills essential including verbal & written command of the English language. Access to a computer.**

QQI Level 5 Component Certificate in Cleanroom Operations 5N1959.

### Location:

**Involve Centre  
Nestors Business Park  
Monksland  
Co Roscommon**



**gretb**

Bord Oideachais agus Oiliúna  
na Gaillimhe agus Ros Comáin  
Galway and Roscommon  
Education and Training Board

