

# Back to Education Initiative (BTEI)

## Course Information

### Donegal Education & Training Board (ETB)



Adult Education Centre, College Street, Ballyshannon, Co. Donegal

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| Entry Level Requirements   | Time Frame   | FETAC Level 3 & 4 Component Certificates and/or FETAC Level 4 Office Skills Certificate (over 2 years)  | Progression Routes          |
|--|--|---|-----------------------------|
| Junior Certificate and/or basic level of numeracy, literacy & I.T skills | September 2014 – May 2015<br>Monday - Thursday<br>9:30am to 1.45pm | * Modules on offer will include: <ul style="list-style-type: none"><li>▪ Computer Literacy</li><li>▪ Word Processing</li><li>▪ Spreadsheets</li><li>▪ Grammar &amp; Punctuation</li><li>▪ Mathematics</li><li>▪ Communications</li><li>▪ General Office Skills</li><li>▪ Work Experience (year 2)</li></ul> | Further Study or Employment |

\*Course subject to change and minimum enrolment