

QQI Level 4 Training

The **Open Learning Centre** at Crumlin College offers a part-time **QQI Level 4 BTEI course in IT Skills** commencing September 2018.

No fees required and all course materials provided.
Placement subject to interview.

Course Modules

- Data Entry
- Word Processing
- Functional Maths
- Communications
- Computer Applications
- Spreadsheet Methods
- Database Methods

Flexible Training Hours

Monday to Friday 9:15am – 12:15pm & 2:15pm – 4:15pm

Students must complete **12 hours** training **per week**

Successful students may progress on to QQI Level 5 courses within Crumlin College of Further Education. Upon completion, candidates may also seek employment within the administration sector.

For further information, contact Sinéad or Margaret at
(01) 4531202 or olc@crumlincollege.ie