

IT054	Spreadsheet Methods * FETAC Level 5 component. See www.fetac.ie for details. Assessment fees included. A commitment to personal study necessary. Time: 6.30 - 9.00pm Schedule: Jan - May Cost: €200	Tue
IT055	Web Design Design and maintain web pages and websites. Basic knowledge of computers, email and internet required. Time: 7.00 - 9.00pm Schedule: 10 sessions Cost: €100	Tue

LANGUAGES

L056	English as a Second Language - Level 4 * FETAC Level 4 component. See www.fetac.ie for details. Assessment fees included. A commitment to personal study necessary. Suitable for people with a basic level of English who wish to gain a qualification. Time: 6.30 - 9.00pm Schedule: Jan - May Cost: €165	Mon & Wed
L057	English for Newcomers to Ireland (Beginners) Basic English language course for beginners. Time: 7.00 - 9.00pm Schedule: 10 sessions Cost: €80	Mon
L058	English for Newcomers to Ireland (Intermediate) Suitable for people with a basic knowledge of English. Time: 7.00 - 9.00pm Schedule: 10 sessions Cost: €80	Wed
L059	Sign Language Communicate by learning how to sign common words and phrases. Time: 7.00 - 9.00pm Schedule: 10 sessions Cost: €100	Tue
L060	Spanish Continued Improve your Spanish. Suitable for persons with a basic knowledge of Spanish. Time: 7.00 - 9.00pm Schedule: 10 sessions Cost: €100	Wed
L061	Spanish for Beginners Learn the language and experience a little Spanish culture. Time: 7.00 - 9.00pm Schedule: 10 sessions Cost: €100	Mon

OTHER PROFESSIONAL AWARDS (INC. FETAC)

P062	Train the Trainer * FETAC Level 6 component. See www.fetac.ie for details. Assessment fees included. A commitment to personal study necessary. Time: 7.00 - 9.00pm Schedule: Jan - May Cost: €300	Tue & Wed
P063	Work Experience * FETAC Level 5 component. See www.fetac.ie for details. Assessment fees included. A commitment to personal study necessary. Time: 6.30 - 9.00pm Schedule: Jan - May Cost: €200	Tue

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ADULT EDUCATION DEPARTMENT

Carlow Institute of Further Education,
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T: 059-913 1187 / 059 913 1247 M: 087 924 1056 / 087 272 2307
E: adulded@carlowife.ie W: www.carlowife.ie/adulded.aspx

Director of Adult Education: Brid Griffin. Assistant Director of Adult Education: Mary Mooney.

Carlow Institute of Further Education

LIFELONG LEARNING

Adult Education Evening Classes

JANUARY 2012



REGISTRATION

Register On-line from January 5th Save Queuing!
Register by Phone @ 087 9241056 on Monday, January 16th and Tuesday, January 17th
11.00am - 3.00pm
Register in the Institute on Monday, January 16th and Tuesday, January 17th
4.00pm - 5.30pm and 7.00pm - 8.00pm
Course Fees Payable on Registration

FEES

Pay by Credit Card, Laser Card, Cheque, Cash

CLASSES COMMENCE

Week beginning January 23rd, unless otherwise stated

CONTACT

Adult Education Department, Carlow Institute of Further Education,
Vocational School, Kilkenny Road, Carlow.
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E: adulded@carlowife.ie W: www.carlowife.ie/adulded.aspx

TERMS & CONDITIONS

Registration / Fees:

- Fees are payable on registration.
- Fees may be paid by credit cards or laser cards when registering On-Line, by Telephone.
- Credit cards, laser cards, cheques or cash may be used when registering in person at the Institute.
- Cheques should be made payable to "Co. Carlow VEC".
- A €10 administration fee is included in each course fee.
- Assessment fees are included in FETAC course fees.
- Where necessary, a charge will apply for class materials.

As documentation is required, it is not possible to register on-line or by telephone in following instances:

- For courses which have a minimum entry requirement, a copy of the required certification should be presented on registration.
- In the event of a course fee being paid by employer or other organisation, a letter from the appropriate person should be presented on registration.
- In certain cases, unemployed persons in receipt of Social Welfare **allowances**, and their spouses, may be admitted to courses on payment of reduced tuition fee.

The following documentation should be produced on registration:

- Proof of current payment **and**
- Proof that payment has been received for a minimum of 6 months.

Courses for Newcomers and English as a Second Language courses are already reduced fee. A reduced fee is not applicable to courses which have limited places e.g. First Aid courses.

Class Attendance:

- Classes are formed subject to minimum enrolment.
- When registered, students must adhere to the rules, regulations and policies of the Institute.
- A commitment to time for personal study and research is a pre-requirement of accredited courses.
- It is the responsibility of the applicant to secure work placement and relevant documentation for accredited courses.
- In the event of a class being postponed, students will be notified by text message and the class will take place on future date.

Fee Refund:

- Fees may be refunded only in the event of a course being cancelled due to insufficient enrolment numbers.
- A Refund Form will be sent to you at your postal address and appropriate fees paid by cheque.
- Fees paid by credit card or laser card may be refunded to card.

General Information:

- Cars are parked at owners' risk. Parking restrictions apply.
- Information is accurate at time of publication. Adjustments to programme may arise.

H043	Welding for Beginners Introduction to welding joints, welding terminology, equipment and accessories and safety. Materials extra. Time: 7.00 - 9.00pm Schedule: 10 sessions Cost: €100	Tue
H044	Yoga for Men - Beginners Relax tensions and develop breathing awareness. More than just a workout. Bring a mat. Time: 7.00 - 8.30pm Schedule: 10 sessions Cost: €80	Mon
H045	Yoga for over 50's Relax tensions and develop breathing awareness. More than just a workout. Bring a mat. Time: 7.00 - 8.30pm Schedule: 10 sessions Cost: €80	Mon
H046	Yoga for Women - Beginners Relax tensions and develop breathing awareness. More than just a workout. Bring a mat. Time: 7.00 - 8.30pm Schedule: 10 sessions Cost: €80	Tue

I.T. / COMPUTING

IT047	Computers - Beginners Introduction to word processing and learn to use the internet and send e-mails. Time: 7.00 - 9.00pm Schedule: 10 sessions Cost: €100	Mon
IT048	Computers - Intermediate A more in-depth look at Word, Excel, and the workings of a computer. Time: 7.00 - 9.00pm Schedule: 10 sessions Cost: €100	Wed
IT049	Computers - Practical Uses Unwrap your computer! Use the software supplied with your computer. Connect digital camera, mp3 player, scanner etc. Also basic troubleshooting. Time: 7.00 - 9.00pm Schedule: 10 sessions Cost: €100	Wed
IT050	eBay Auctions - Start Selling Everything you need to know to start clearing the attic. From setting up your account to selling and shipping your first items, this course will lead you through the possibilities of selling via eBay. Class scheduled every second week to allow you to put your skills into practice. Time: 7.00 - 9.00pm Schedule: 5 sessions Cost: €55	Mon
IT051	ECDL ** Intensive On-line Training and Automated Testing. Course details on www.ecdl.ie . Fee includes registration, course materials and assessment. Time: 6.30 - 9.00pm Schedule: 7 sessions Cost: €275	Tue
IT052	ECDL Start ** Certify passing four components of the ECDL programme including Word, PowerPoint, Access, Internet and Email. On-line Training and Automated Testing. Course details on www.ecdl.ie . Fee includes registration, course materials and assessment. Time: 6.30 - 9.00pm Schedule: 5 sessions Cost: €240	Tue
IT053	Social Media - An Introduction Learn how to use the different types of social media, including facebook, twitter and blogs, to support your business or personal life. Includes internet safety and privacy modules. Suitable for those with some level of computer skills. Time: 7.00 - 9.00pm Schedule: 10 sessions Cost: €100	Mon

H030	Get Fit Boot Camp Exercise to tone up and burn off those calories, combining cardio, body weight exercises, toning and nutrition. Bring a mat. Time: 7.00 - 8.30pm Schedule: 10 sessions Cost: €80	Tue
H031	Golf for Beginners Golf lessons with a professional in Carlow Vocational School and driving range at Carlow Golf Club. Time: 7.00 - 9.00pm Schedule: 8 sessions Cost: €85	Tue
H032	Guitar for Beginners Learn chords and rhythms. Bring your own guitar. Time: 7.00 - 9.00pm Schedule: 10 sessions Cost: €100	Mon
H033	Guitar Playing Improved Being playing the guitar for a while? Improve your skills and get the most out of the instrument. Bring your own guitar. Time: 7.00 - 9.00pm Schedule: 10 sessions Cost: €100	Mon
H034	Hair Care & Styling Introduction to the hairdressing industry. Demonstrations include styling, braiding and looking at current trends. Time: 7.00 - 9.00pm Schedule: 6 sessions Cost: €65	Wed
H035	Hip Hop Energetic-style street dance - a fun way to exercise and tone up. Time: 7.00 - 8.30pm Schedule: 10 sessions Cost: €80	Wed
H036	Joys of Cooking (Tue) Home cooking with traditional recipes e.g. one-pot dishes, casseroles, pasta, desserts and pastries, etc. Materials extra. Time: 7.00 - 9.00pm Schedule: 10 sessions Cost: €100	Tue
H037	Joys of Cooking (Wed) Home cooking with traditional recipes e.g. one-pot dishes, casseroles, pasta, desserts and pastries, etc. Materials extra. Time: 7.00 - 9.00pm Schedule: 10 sessions Cost: €100	Wed
H038	Joys of Home Baking Home baking with a variety of flours and yeast. Create and put the finishing touches to fabulous cakes and pastries, etc. Materials extra. Time: 6.00 - 9.00pm Schedule: 8 sessions Cost: €120	Mon
H039	Nail Art Introduction to fantasy nail art. Create decorative nail designs. Materials extra. Time: 7.00 - 9.00pm Schedule: 4 sessions Cost: €50	Mon
H040	Sewing Skills Learn the basic sewing skills for repairs and alterations, basic garment making, soft furnishings, curtains and much more. Materials extra. Time: 7.00 - 9.00pm Schedule: 10 sessions Cost: €130	Wed
H041	Sewing Skills Continued Improve your sewing skills through pattern draughting and garment making. Learn to create and sew your own garment from start to finish. Materials extra. Time: 7.00 - 9.00pm Schedule: 10 sessions Cost: €130	Mon
H042	Skin Care and Make-Up Basic beauty therapy - skin and eye care, skin analysis and manicure. Time: 7.00 - 9.00pm Schedule: 10 sessions Cost: €100	Mon

6 * Details of FETAC components on www.fetac.ie ** Other Accredited Courses

ARTS & CRAFTS		
A001	Art for Beginners Learn the basic skills of painting under the tuition of a local artist. Includes water colours and acrylics. Materials extra. Time: 7.00 - 9.00pm Schedule: 10 sessions Cost: €100	Wed
A002	Art for Improvers Enjoy the experience of working with acrylics and oils under the tuition of a local artist. Includes still life and landscape painting. Materials extra. Time: 7.00 - 9.00pm Schedule: 10 sessions Cost: €100	Wed
A003	Interior Design & Art for the Home Get the wow factor using a combination of paints, textiles, lighting and colour etc. Materials extra. Time: 7.00 - 9.00pm Schedule: 10 sessions Cost: €100	Mon
BUSINESS & LEGAL		
B004	Accounts, Taxation and Book-keeping Grasp the basics. Keep track of your personal finance. Useful if setting up your own business. Book-keeping, PAYE, VAT and basic Accounts. Time: 7.00 - 9.00pm Schedule: 10 sessions Cost: €100	Tue
B005	Business Law * FETAC Level 5 component. See www.fetac.ie for details. Assessment fees included. A commitment to personal study necessary. Time: 6.30 - 9.00pm Schedule: Jan - May Cost: €200	Mon
B006	Payroll - Manual and Computerised * FETAC Level 5 component. See www.fetac.ie for details. Assessment fees included. A commitment to personal study necessary. Sage "Quick Pay". Time: 6.00 - 9.00pm Schedule: Jan - May Cost: €250	Tue
CHILDCARE, HEALTH & SOCIAL CARE		
C007	Cardiac First Responder (CFR) ** Help save lives. CPR and AED Training. Certification in association with Pre-Hospital Emergency Care Council (PHECC). Certification and course materials €60 extra, payable on 1st evening of course. Time: 6.15 - 9.00pm Schedule: 3 sessions Cost: €70	Tue
C008	Care of the Older Person * FETAC Level 5 component. See www.fetac.ie for details. Assessment fees included. A commitment to personal study necessary. It is the responsibility of the learner to secure appropriate work placement in health care environment. Current and / or previous experience considered. Time: 6.30 - 9.00pm Schedule: Jan - May Cost: €200	Wed
C009	Care Skills * FETAC Level 5 component. See www.fetac.ie for details. Assessment fees included. A commitment to personal study necessary. It is the responsibility of the learner to secure appropriate work placement in health care environment. Current and / or previous experience considered. Time: 6.30 - 9.00pm Schedule: Jan - May Cost: €200	Mon
C010	Care Support * FETAC Level 5 component. See www.fetac.ie for details. Assessment fees included. A commitment to personal study necessary. It is the responsibility of the learner to secure appropriate work placement in health care environment. Current and / or previous experience considered. Time: 6.30 - 9.00pm Schedule: Jan - May Cost: €200	Wed

* Details of FETAC components on www.fetac.ie ** Other Accredited Courses 3

C011	Caring for Children (0-6 yrs) * FETAC Level 5 component. See www.fetac.ie for details. Assessment fees included. A commitment to personal study necessary. It is the responsibility of the learner to secure appropriate work placement in childcare environment. Current and / or previous experience considered. Time: 6.30 - 9.00pm Schedule: Jan - May Cost: €200	Wed
C012	Child Development * FETAC Level 5 component. See www.fetac.ie for details. Assessment fees included. A commitment to personal study necessary. It is the responsibility of the learner to secure appropriate work placement in childcare environment. Current and / or previous experience considered. Time: 6.30 - 9.00pm Schedule: Jan - May Cost: €200	Wed
C013	Child Development * FETAC Level 6 component. See www.fetac.ie for details. Assessment fees included. A commitment to personal study necessary. Minimum entry requirement: FETAC Level 5 Certificate in Childcare or in related field of study and / or relevant experience in a childcare setting. Time: 6.30 - 9.00pm Schedule: Jan - May Cost: €275	Wed
C014	Early Childhood Education * FETAC Level 5 component. See www.fetac.ie for details. Assessment fees included. A commitment to personal study necessary. It is the responsibility of the learner to secure appropriate work placement in childcare environment. Current and / or previous experience considered. Time: 6.30 - 9.00pm Schedule: Jan - May Cost: €200	Mon
C015	First Aid Re-certification * Check your First Aid certificate. Is it out of date? Certificate should be renewed within one month of expiry date. FETAC Level 5 component. See www.fetac.ie for details. Assessment fees included. A commitment to personal study necessary. Certification in association with PHECC (Pre-Hospital Emergency Care Council). Time: 6.15 - 9.00pm Schedule: 3 sessions Cost: €80	Tue
C016	Health "The Holistic Way" Promote and maintain your health. Includes complementary therapies, e.g. Aromatherapy and its oils, Reflexology, skin care, relaxation, and more. Class is informal, practical, and, above all, relaxing. Time: 7.00 - 9.00pm Schedule: 10 sessions Cost: €100	Wed
C017	Infection Prevention and Control * FETAC Level 5 component. See www.fetac.ie for details. Assessment fees included. A commitment to personal study necessary. A mandatory component for FETAC Level 5 health care certification. It is the responsibility of the learner to secure appropriate work placement in health care environment. Current and / or previous experience considered. Time: 6.30 - 9.00pm Schedule: Jan - May Cost: €200	Tue
C018	Literacy Trainer Course A preparatory training course for people working in community development or related environments who wish to assist others in developing literacy skills. Time: 7.00 - 9.00pm Schedule: 10 sessions Cost: €100	Wed
C019	Occupational First Aid * FETAC Level 5 component. See www.fetac.ie for details. Assessment fees included. A commitment to personal study necessary. Materials €12 extra, payable on 1st evening of course. Time: 6.30 - 9.00pm Schedule: 10 sessions Cost: €200	Wed

4 * Details of FETAC components on www.fetac.ie ** Other Accredited Courses

C020	Social and Legal Issues in Childcare & Early Childhood Programmes * FETAC Level 6 components (2 components). See www.fetac.ie for details. Assessment fees included. A commitment to personal study necessary. Minimum entry requirement: FETAC Level 5 Certificate in Childcare or in related field of study and/or relevant experience in a childcare setting. Time: 6.30 - 9.00pm Schedule: Jan - May Cost: €495	Mon & Tue
C021	Special Needs Assisting * FETAC Level 5 component. See www.fetac.ie for details. Assessment fees included. A commitment to personal study necessary. It is the responsibility of the learner to secure appropriate work placement in childcare environment. Current and / or previous experience considered. Time: 6.30 - 9.00pm Schedule: Jan - May Cost: €200	Wed
C022	Workplace Statutory Policies and Procedures * FETAC Level 5 component. See www.fetac.ie for details. Assessment fees included. A mandatory component for Level 5 qualification in health care: Health Service Skills. A commitment to personal study necessary. It is the responsibility of the learner to secure appropriate work placement in health care environment. Current and / or previous experience considered. Time: 6.30 - 9.00pm Schedule: Jan - May Cost: €200	Mon
HOBBY & LEISURE		
H023	Car Mechanics - The Basics Looking after your vehicle involves more than keeping it clean and shiny. Learn what happens under the bonnet, including oil change, battery and electrical system, brakes, clutch and transmission, etc... Time: 7.00 - 9.00pm Schedule: 10 sessions Cost: €100	Wed
H024	Colour me Beautiful Become colour confident! Look good; feel great! Feel better about yourself when you are happy in how you look. What to wear, colours that make you look younger, more energised, more alive! Register now. 1 st class 22 nd February. Time: 6.30 - 9.00pm Schedule: 3 sessions Cost: €50	Wed
H025	Creative Writing Overcome the fear of a blank page. Release your inner creative talent. Caters for all levels, those writing for the first time and those with greater writing ambitions. Time: 7.00 - 9.00pm Schedule: 10 sessions Cost: €100	Mon
H026	Digital Photography What your eyes see isn't always what the photograph shows. Learn how to inject real life into your photographic experiences. Time: 7.00 - 9.00pm Schedule: 10 sessions Cost: €100	Wed
H027	Film Studies View and study a variety of films. Learn the language of film and how to "read" film in a fun and relaxed environment. Time: 7.00 - 9.00pm Schedule: 10 sessions Cost: €100	Mon
H028	Flower Arranging Variety of arrangements including table arrangements, basket of flowers and many more. Materials extra. Time: 7.00 - 9.00pm Schedule: 10 sessions Cost: €100	Mon
H029	Gardening This course will cover theory as well as practical gardening. Looking at plants and their uses and also how to draw a plan for your own garden. Materials extra. Time: 7.00 - 9.00pm Schedule: 10 sessions Cost: €100	Wed

* Details of FETAC components on www.fetac.ie ** Other Accredited Courses 5