



County Offaly VEC Adult and Further Education Course Brochure

September 2011 – June 2012



County Offaly Vocational
Education Committee
Coiste Gairmoideachais
Uibh Fhailí

Adult and Further Education Service

County Offaly VEC
Adult and Further Education Service
Excellence through Education

County Offaly Vocational Education Committee
Coiste Gairmoideachais Uíbh Fhailí

Adult Education Courses in County Offaly 2011–2012

Links to Third Level

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FETAC Awards

Page 5

Full Level 5 and 6 Certificates in:

Business Studies	Computer Maintenance
Laboratory Techniques	Hairdressing
Healthcare Support	Sport & Recreation Studies
Community Care	Outdoor Education
Business Management	Youth Work
Engineering	Community Development
Nursing Studies	Supervision in Childcare

Junior & Leaving Cert Subjects

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Basic Adult Education Courses

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Hobby & Leisure Courses

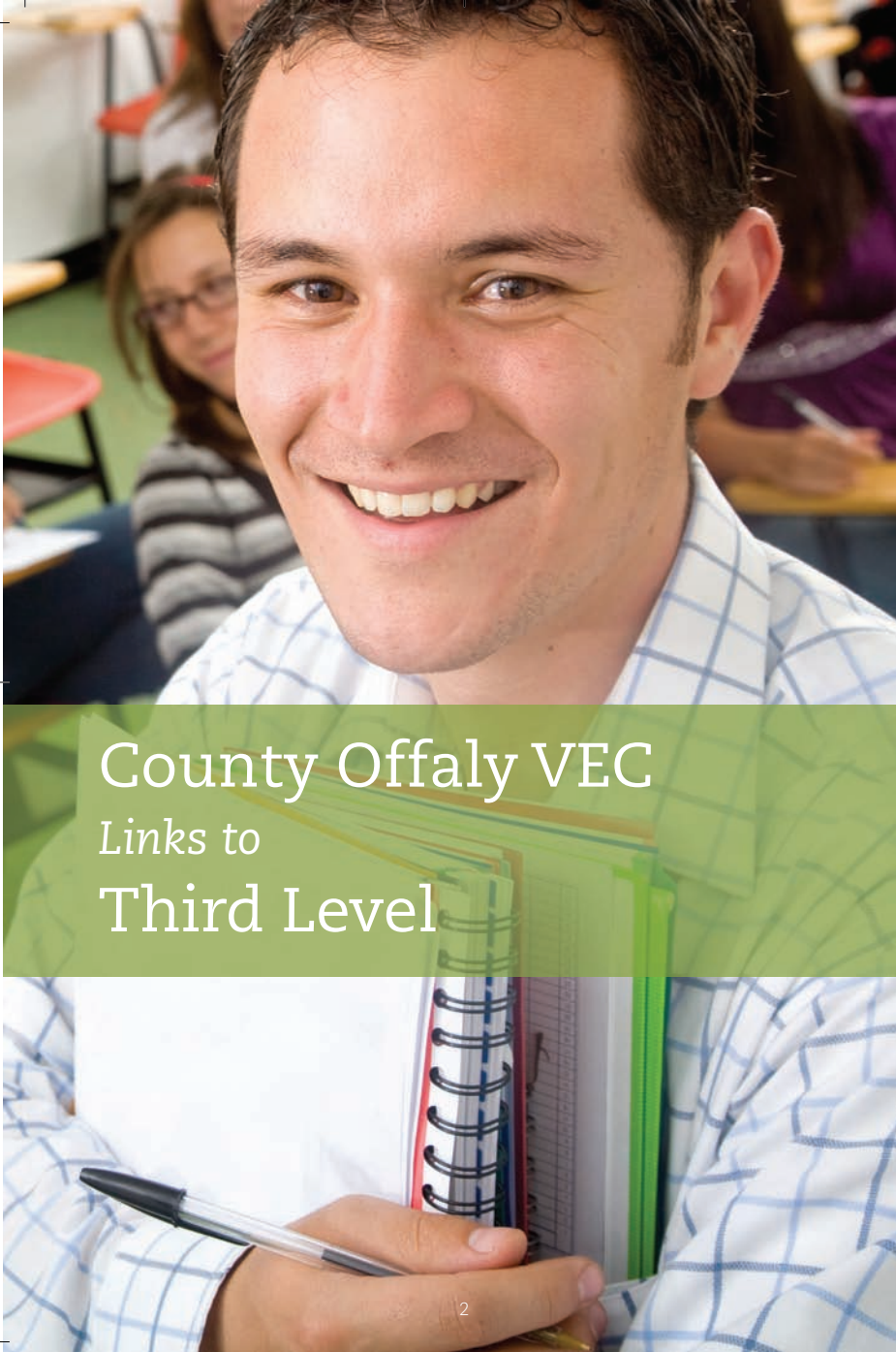
Page 24

Enrolment
See page 28

Courses are offered on full or part time basis. See inside or contact us for more details 057 9349424. www.offalyvec.ie



County Offaly Vocational
Education Committee
*Coiste Gairmoideachais
Uíbh Fhailí*



County Offaly VEC
Links to
Third Level

County Offaly VEC Links to Third Level

County Offaly VEC is working to improve further education options for school leavers and adults in the midlands region. Our agreement with Athlone Institute of Technology and other third level institutions means that we are in the unique position of offering the following progression routes to our learners:

FETAC Level 5
Computer Network
and Maintenance

Leads to

Higher Certificate in Electronics and Computer Engineering OR Bachelor of Science in Computer Network Administration OR Bachelor of Science in Software Design (Game Development) in Athlone IT.

FETAC Level 5
Engineering Technology

Leads to

Higher Certificate in Mechanical Engineering OR BA Engineering in Mechanical Engineering and Renewable Energy in Athlone IT.

FETAC Level 5
Laboratory Techniques

Leads to

Higher Certificate in Science (Bioscience/Chemistry) OR Bachelor of Science in Biotechnology OR Bachelor of Science in Toxicology in Athlone IT.

FETAC Level 6
Business Management

Year 2 of the Higher Certificate in Business, in Athlone IT.

FETAC Level 5
Nursing Studies

Leads to

Bachelor of Science Degree in General Nursing OR Psychiatric Nursing OR Midwifery OR Radiography in Bangor University, Wales.



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County Offaly VEC Links to Third Level

Third Level Courses

Higher Certificate in Business Studies	2 years	€1950
Bachelor of Business (Level 7)	1 year (with possible RPL)	€1950
Higher Diploma in Computing (Level 8)	1 year (full-time)	€3700

Other Third Level Courses available

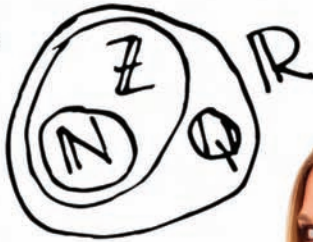
IATI Accounting Technician (Year 1)	27 weeks	€1150
IATI Accounting Technician (Year 1)	30 weeks	€1150
NUI Cert. in Public Management (I.P.A.)	30 weeks	€2600
NUI Diploma in Public Management (I.P.A.)	30 weeks	€2600
NUI B.A in Public Management (2 year)	30 weeks	€2600
NUI Cert. in Addiction Studies	30 weeks	€1000
NUI Cert. in Counselling Skills	30 weeks	€1450

Non-Accredited Courses

GMP Quality & Quality Management Systems Theory and Practice	10 weeks	€230
Learning to Learn	8 weeks	€175



$$\frac{b \pm \sqrt{D}}{2a}$$

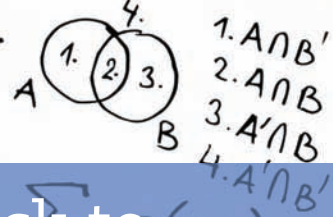


$$= 3.14$$

A	∧	B
1	1	1
1	0	0
0	0	1
0	0	1

$$P(A|B) = \frac{P(A \cap B)}{P(B)}$$

$$\frac{2^n - 1}{q - 1}$$



$$P(A) = \sum_{\omega \in A} P(\omega)$$

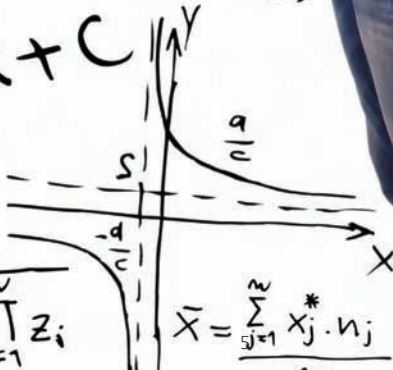
Back to Education

FETAC Awards / BTEI Options

$$x^2 + bx + c$$

$$a_n = a$$

$$\dots z_n = \sqrt[n]{\prod_{i=1}^n z_i}$$



$$e = 2,$$



Full FETAC Level 5 & 6 Awards

Business and IT Courses

Co. Offaly VEC offers full FETAC Level 5/6 Awards in the following:

Business Studies	7
Computer Network and Maintenance	7
Business Management (FETAC Level 6 Award)	8

Childcare, Health, Social Care and Sports

Co. Offaly VEC offers full FETAC Level 5 Awards in the following:

Childcare	9
School Age Childcare	9
Nursing Studies	10
Healthcare Support	10
Community Care	11
Supervision in Childcare (FETAC Level 6 Award)	11
Sport and Recreation	12
Outdoor Recreation	12
Youthwork	13
Community Development	13

Engineering, Science and Hairdressing

Co. Offaly VEC offers full FETAC Level 5 Awards in the following:

Engineering Technology	14
Laboratory Techniques	14
Hairdressing	15
Renewable Energy Systems & Sustainable Building	15

Progression to Further Education/Employment

The Higher Education Links Scheme enables learners who have achieved a FETAC Level 5 award to apply for a higher education place in a range of higher education institutions. Specific FETAC Level 5 awards are linked to a number of reserved places on higher education courses. Please see page 3 for progression options at third level.

Information on Progression options is available from
County Offaly VEC'S Adult Educational Guidance Service:
057 9349424 • cgavigan@offalyaegi.com • www.offalyvec.ie

Full FETAC Level 5 & 6 Awards: Business and IT

Business Studies FETAC Level 5

This one year full-time course provides students with an introduction to all areas of business including customer service, business calculations and people management.

Job Options

Holders of a FETAC Level 5 Certificate in Business Studies may seek employment in a clerical capacity in a wide range of business sectors including banking, insurance, solicitors, local authorities etc.

Progression Options

On successful completion of this programme, students can progress to the FETAC Level 6 Advanced Certificate in Business Management.

Subjects

Students must complete 8 modules at FETAC Level 5. Listed below are the 3 mandatory modules. Students may choose 5 other subjects at FETAC Level 5 as listed on page 18.

Communications | Work Experience | Teamworking/Social Studies/Personal Effectiveness in the Workplace

Computer Network and Maintenance FETAC Level 5

This course is designed to equip students with the skills required to design, install and maintain computer networks, software and hardware.

Job Options

Holders of a FETAC Level 5 Certificate in Computer Network and Maintenance may seek employment in the Information Technology Sector.

Progression Options

On successful completion of this programme, students can apply to Athlone Institute of Technology for entry to the Higher Certificate in Electronics and Computer Engineering OR Bachelor of Science in Computer Network Administration OR Bachelor of Science in Software Design (Game Development).

Subjects

Students complete the following modules at Level 5

**Hardware Essentials | Systems Software | Communications
Work Experience | Networking Essentials | Computer Architecture and Systems
Web Authoring | Mathematics for Computing**

All applicants will be invited to attend a course placement meeting prior to starting their course.

Full FETAC Level 5 & 6 Awards: Business and IT

Business Management FETAC Level 6

This course is Year 1 of the Higher Certificate in Business offered by Athlone IT. It contains business knowledge and skills which form the basis for a career in industry, commerce or the public service.

Job Options

Holders of a FETAC Level 6 Certificate in Business Management will have the necessary knowledge and skills to pursue a career in accounting, banking, general business, insurance, marketing and administration.

Progression Options

On successful completion of this programme, students can apply to Athlone Institute of Technology for entry into the second year of their Higher Certificate in Business Management.

Subjects

Students complete the following modules:

Spreadsheets | Business Management | Computerised Accounts | Applied Economics
Bookkeeping – Manual & Computerised | Communications | Marketing | Mathematics



All applicants will be invited to attend a course placement meeting prior to starting their course.

Full FETAC Level 5 & 6 Awards: Childcare, Health, Social Care and Sports

Childcare FETAC Level 5

This one year course is designed to prepare students to work competently, safely and effectively with children aged 0-6 years.

Job Options

Holders of a FETAC Level 5 Certificate in Childcare may seek employment as a childcare worker in crèches, play-schools, special needs schools or as a classroom assistant.

Progression Options

If you have sufficient practical experience in childcare, you may progress to the FETAC Level 6 Advanced Certificate in Supervision in Childcare.

Subjects

Students must complete 8 modules. Listed below are the 7 mandatory modules. Students may choose 1 other subject from a range of FETAC Level 5 modules as listed on page 20.

**Child Development | Early Childhood Education | Working in Childcare
Caring for Children (0-6 year olds) | Communications | Work Experience
Teamworking/Social Studies/Personal Effectiveness in the Workplace**

School Age Childcare FETAC Level 5

This course is designed to prepare students to work competently, safely and effectively with young children.

Job Options

Holders of a FETAC Level 5 Certificate in School Age Children may seek employment as Special Needs Assistants in Pre-School Centres, in Primary & Secondary schools or in Child Care Residential Centres.

Progression Options

Successful students can progress to the FETAC Level 6 Advanced Certificate in Supervision in Childcare.

Subjects

Students must complete 8 modules. Listed below are the 6 mandatory modules. Students may choose 2 other subjects from a range of FETAC Level 5 modules as listed on page 18.

**School Age Childcare | Child and Adolescent Development | Health Awareness
Communications | Work Experience | Teamworking/ Social Studies/ Personal
Effectiveness in the Workplace**

All applicants will be invited to attend a course placement meeting prior to starting their course.

Full FETAC Level 5 & 6 Awards: Childcare, Health, Social Care and Sports

Nursing Studies FETAC Level 5

This course offers a practical and theoretical introduction to a career in nursing.

Job Options

Holders of a FETAC Level 5 Certificate in Nursing Studies may seek employment as a Nurse's Aide in hospitals, retirement homes or residential homes.

Progression Options

On successful completion of this programme, students can apply to Bangor University, Wales for entry into the Bachelor of Science Degrees in either General Nursing, Pyschiatric Nursing or Midwifery or Radiography. Students can also apply for entry into the Bachelor of Science in Nursing in Irish Universities and Institutes of Technology.

Subjects

Students complete 8 modules at FETAC Level 5. Listed below are the 5 mandatory modules. Students may choose 3 other subjects from a range of FETAC Level 5 modules as listed on page 20.

**Anatomy and Physiology | Introduction to Nursing | Communications
Work Experience | Safety and Health at Work | Mathematics** (Mandatory module for entry into Bangor University, Wales) | **Physics** (Mandatory module for entry into Bachelor of Science Degree in Radiography in Bangor University, Wales)

Healthcare Support FETAC Level 5

This course provides a formal qualification for people who are currently working in the Healthcare sector.

Job Options

Holders of a FETAC Level 5 Certificate in Healthcare Support, already working in the area, may gain career progression in hospitals, retirement homes or residential homes.

Progression Options

On successful completion of this programme, students can apply to Bangor University, Wales for entry into the Bachelor of Science Degrees in either General Nursing, Pyschiatric Nursing or Midwifery. Students can also apply for entry into the Bachelor of Science in Nursing in Irish Universities and Institutes of Technology.

Subjects

Students complete 8 modules at FETAC Level 5. Listed below are the 5 mandatory modules. Students may choose 3 other subjects from a range of FETAC Level 5 as listed on page 20.

**Care Skills | Care Support | Communications | Work Experience
Safety and Health at Work**

All applicants will be invited to attend a course placement meeting prior to starting their course.

Full FETAC Level 5 & 6 Awards: Childcare, Health, Social Care and Sports

Community Care FETAC Level 5

This course is designed to provide students with an introduction to the area of social care. The course equips graduates with skills enabling them to work in hospitals, retirement homes, in the community or as a Home Help.

Job Options

Holders of a FETAC Level 5 Certificate in Community Care may seek employment as a Care Assistant in hospitals, retirement homes or work in the community as a Home Help.

Progression Options

On successful completion of this programme, students can apply, on a competitive basis, to Athlone Institute of Technology for entry to courses in the field of Science and Applied Social Studies.

Subjects

Students complete 8 modules at FETAC Level 5. Listed below are the 5 mandatory modules. Students may choose 3 other subjects from a range of FETAC Level 5 modules as listed on page 20.

Care Provision and Practice | Human Growth and Development | Communications Work Experience | Safety and Health at Work

Supervision in Childcare FETAC Level 6

The Advanced Certificate in Supervision in Childcare course offers the next stage for a career in childcare, whether working in a day care nursery, crèche, pre-school / after school facility or with families as a professional nanny.

Job Options

Holders of a FETAC Level 6 Supervision in Childcare Certificate will have the necessary knowledge and skills to pursue a variety of management career options in the field of childcare.

Progression Options

On successful completion of this programme, students can apply to Third Level Institutes to complete a Bachelor or Honours Degree in Early Childhood Education as a mature student or under the Higher Education Links Scheme.

Subjects

Students complete 4 mandatory modules at FETAC Level 6 as listed below. In addition, students must complete 2 modules at FETAC Level 5 which may be chosen from a range of modules listed on page 20.

Child Development | Early Childhood Programmes
Social and Legal Issues in Childcare | Supervision in Childcare

All applicants will be invited to attend a course placement meeting prior to starting their course.

Full FETAC Level 5 & 6 Awards: Childcare, Health, Social Care and Sports

Sport and Recreation-DSRXX FETAC Level 5

This course is designed for those students wishing to pursue a career in the sports / leisure / recreation industry

Job Options

Holders of a FETAC Level 5 Certificate in Sport and Recreation will have the necessary knowledge and skills for employment in the sports, recreation and leisure sector as gym/fitness instructors, personal trainers, sports coaches and leisure attendants.

Progression Options

On successful completion of this programme, students can apply to Third Level Institutes for follow on courses as mature students or under the Links Scheme.

Subjects

Students complete the following modules:

**Sport and Recreation Studies | Hurling Coaching | Gaelic Football Coaching
Soccer Coaching | Communications | Work Experience | Exercise and Fitness
Working with Young People**

Outdoor Education FETAC Level 5

This course provides students with the opportunities to develop the skills and knowledge necessary to gain employment in the adventure sector of the leisure industry.

Job Options

Holders of a FETAC Level 5 Certificate in Outdoor Education will have the necessary knowledge and skills for employment in Adventure Centres, Outdoor Education Centres, Leisure and Community Centres.

Progression Options

On successful completion of this programme, students can apply to Third Level Institutes for follow on courses as mature students or under the Links Scheme.

Subjects

Students complete the following modules:

**Outdoor Recreation | Outdoor Leadership & Safety | Health Related Fitness
Safety & Health at Work | Communications | Work Experience | Occupational First Aid
Selected Discipline (Kayaking/Orienteering)**

All applicants will be invited to attend a course placement meeting prior to starting their course.

Full FETAC Level 5 & 6 Awards: Childcare, Health, Social Care and Sports

Youthwork FETAC Level 5

This course is designed for those students wishing to pursue a career in youthwork

Job Options

Holders of a FETAC Level 5 Certificate in Youthwork will have the necessary knowledge and skills and may seek employment in youth services or community development settings.

Progression Options

On successful completion of this programme, students can apply to Third Level Institutes for follow on courses as mature students or under the Links Scheme.

Subjects

Students must complete 8 modules. Listed below are the 5 mandatory modules. Students may choose 3 other subjects from a range of FETAC Level 5 modules as listed on page 20.

**Understanding Youth Work | Young People and Society | Working with Young People
Communications | Work Experience**

Community Development FETAC Level 5

This course is designed for those students wishing to pursue a career in Community Development

Job Options

Holders of a FETAC Level 5 Certificate in Community Development will have the necessary knowledge and skills for employment as community workers.

Progression Options

On successful completion of this programme, students can apply to Third Level Institutes for follow on courses as mature students or under the Links Scheme.

Subjects

Students must complete 8 modules. Listed below are the 5 mandatory modules. Students may choose 3 other subjects from a range of FETAC Level 5 modules as listed on page 20.

**Community Development Practice | Understanding Community Development
Working with Groups | Communications | Work Experience**

All applicants will be invited to attend a course placement meeting prior to starting their course.

Full FETAC Level 5 & 6 Awards: Engineering, Science and Hairdressing

Engineering Technology FETAC Level 5

This one year pre-engineering course is a foundation for students who wish to pursue further studies in electronic or mechanical engineering in a Third Level Institute.

Job Options

Holders of a FETAC Level 5 Certificate in Engineering Technology will have the necessary practical skills for employment in the engineering industry.

Progression Options

On successful completion of this programme, students can apply to Athlone Institute of Technology for entry to the Higher Certificate in Mechanical Engineering or BA Engineering in Mechanical Engineering and Renewable Energy. Students can also apply to other Third Level Institutions under the Higher Education Links Scheme or as a Mature Student.

Subjects

Students complete the following 8 modules:

Engineering Workshop Processes | Engineering Drawing | Communications
Work Experience | Computer Aided Draughting | Engineering Workshop Theory
Mathematics for Engineering | Mechanics

Laboratory Techniques FETAC Level 5

This course is a foundation for students who wish to pursue further studies in Science in a Third Level Institute or who require a science subject or Mathematics to progress to third level education.

Job Options

Holders of a FETAC Level 5 Certificate in Laboratory Techniques will have the necessary knowledge and skills for employment in the food and pharmaceutical industry.

Progression Options

On successful completion of this programme, students can apply to Athlone Institute of Technology for entry to the Higher Certificate in Science (Bioscience/Chemistry), Bachelor of Science in Biotechnology, Bachelor of Science in Toxicology. Students can also apply to other Third Level Institutions under the Higher Education Links Scheme or as a Mature Student.

Subjects

Students complete the following 8 modules:

Laboratory Techniques | Physics | Biology | Chemistry | Communications
Work Experience | Mathematics | Safety and Health at Work

All applicants will be invited to attend a course placement meeting prior to starting their course.

Full FETAC Level 5 & 6 Awards: Engineering, Science and Hairdressing

Hairdressing & Junior Trade Examinations FETAC Level 5

This one year full-time course is designed to provide students with the essential knowledge and techniques necessary for professional hairdressing with related theory and science. This course also allows students to complete the Junior Trade Examinations

Job Options

Holders of a FETAC Level 5 Certificate in Hairdressing may seek employment in a salon as a Junior Stylist.

Progression Options

On successful completion of this programme, students can apply to other institutions to complete a Diploma in Hairdressing coupled with the Senior Trade Examinations.

Subjects

Students complete the following modules at FETAC Level 5:
Hairdressing Theory & Practice | Hairdressing Science | Communications
Work Experience | Reception Skills | Customer Care

Please note that the following fees apply for this course and must be paid prior to course commencement:

Professional Hairdressing Kit: approx. €170 | Book: approx €30

Junior Trade Examinations: approx €88 (based on 2010/2011 fees)

Renewable Energy Systems & Sustainable Building

FETAC Level 5 CCONT

This course provides students, with a background in the construction industry, the opportunity to transfer their existing skills into the area of renewable energies.

Job Options

Holders of the FETAC Level 5 Certificate in Construction Technology (Renewable Energy Systems) will have the necessary knowledge and skills for employment in the construction/renewable energies industry

Progression Options

On successful completion of this programme, students can apply to Athlone IT to the Higher Certificate in Construction Studies or the Bachelor of Engineering in Mechanical Engineering and Renewable Energy or the Bachelor of Science (Hons) in Construction Technology and Management.

Subjects

Students complete the following 8 modules:
Building Construction | Green Building | Environmental Studies | Materials Science
Renewable Energy Systems | Thermal Insulation Installation
Mathematics for Engineering | Work Experience | Communications

All applicants will be invited to attend a course placement meeting prior to starting their course.

Junior and Leaving Certificate Subjects

Junior Cert. Maths (Ordinary Level)	30 weeks
Junior Cert. Irish (Ordinary Level)	30 weeks
Junior Cert. English (Ordinary Level)	30 weeks
Junior Cert. Science (Ordinary Level)	30 weeks
Leaving Cert. Maths (Ordinary Level)	30 weeks
Leaving Cert. English (Ordinary Level)	30 weeks
Leaving Cert. History (Ordinary Level)	30 weeks
Leaving Certificate German (Ordinary Level)	30 weeks
Leaving Certificate Business Studies (Higher Level)	30 weeks
Leaving Certificate Accountancy (Higher Level)	30 weeks
Leaving Cert. Irish (Ordinary/Higher Level)	30 weeks
Leaving Cert. Physics & Chemistry or Biology	30 weeks

Full Time Leaving Certificate Option

Learners will attend classes three days a week to complete a full Leaving Certificate in preparation for the Leaving Certificate examination in June 2012

The Junior and Leaving Certificate courses listed above may be eligible for BTEI funding



All applicants will be invited to attend a course placement meeting prior to starting their course.

Other Fetac Awards / BTEI Options

Fetac Level 4 General Learning

This course is designed for individuals who have been out of education for some time and gives a gentle re-introduction to learning. This course works at the student's own pace and is aimed towards beginners and improvers.

Progression Options

Students can receive separate credits for each FETAC module or may combine 8 modules to receive a full FETAC award at Level 4. Students can then progress onto a full FETAC Level 5 Award in their own chosen area or field of choice.

Subjects

Communications | Mathematics | Information Technology Skills
Computer Applications

Other FETAC Level 4 Courses

Personal Care and Presentation

Personal Effectiveness

Mathematics

Communications

Personal and Inter-Personal Skills

Information Technology

Computer Applications

Work Experience

Cultural Studies

Inter-Culturalism

Drama

Office Procedures

Data Entry

Full BTEI funding of fees will be provided for all FETAC, Junior and Leaving Certificate courses for students with less than a Leaving Certificate or in receipt of approved benefits e.g. Jobseekers Allowance, Disability Allowance, Carers Allowance etc) attending FETAC/ Department of Education and Science accredited programmes

FETAC Component Certificates

FETAC Level 5 Business and IT Modules

Business Calculations
Mathematics
Payroll Manual & Computerised
Bookkeeping Manual & Computerised
Business Management
Accounting - Manual & Computerised
Wordprocessing
Text Production
Desktop Publisher
Database Methods
Spreadsheets Methods
Business Law
Internet & Email
Reception Skills
Computer Architecture & Systems
Web Authoring
Computer Aided Draughting (Solid Works 2D)
Hardware Essentials
Systems Software
Networking Essentials
Team working
Communications & Work Experience (comp. for full award)
Mathematics for Computing
Applied Economics

FETAC Level 6 Modules/Certificates

Spreadsheets	Child Development*
Business Management	Early Childhood Programmes*
Computerised Accounts	Social & Legal Issues in Childcare*
Marketing	Supervision in Childcare*
Train the Trainer	

* (These modules are being run in conjunction with Offaly County Childcare Committee. For further details, contact Áine 057 9135878)

FETAC Component Certificates

FETAC Level 5

Science/Engineering/Hairdressing/Recreation & Sport Modules

Physics

Biology

Chemistry

Laboratory Techniques

Engineering Workshop Processes

Engineering Drawing

Engineering Workshop Theory

Mathematics for Engineering

Mechanics

Hairdressing Theory & Practice

Hairdressing Science

Reception Skills

Customer Care

Outdoor Recreation

Soccer Coaching

Hurling Coaching

GAA Football Coaching

Exercise & Fitness

Outdoor Leadership & Safety

Health Related Fitness

Safety & Health at Work

Occupational First Aid



Full BTEI funding of fees will be provided for all FETAC, Junior and Leaving Certificate courses for students with less than a Leaving Certificate or in receipt of approved benefits

FETAC Component Certificates

FETAC Level 5

Healthcare/Childcare/Youthwork Modules

Caring for Children (0-6 years)

Child Development

Early Childhood Education

Working in Childcare

Child and Adolescent Development

Health Awareness

School Age Childcare Programmes

Care Provision and Practice

Human Growth and Development

Safety and Health at Work

Anatomy and Physiology

Introduction to Nursing

Care Support*

Care Skills

Care of the Older Person

Special Needs Assisting

Nutrition

Art and Craft in Childcare

Occupational First Aid

Working with Young People

Understanding Youth Work

Young People and Society

Social Analysis

Substance Use – Issues for Youthwork

Working with Groups

Social Studies

Palliative Care*

Teamworking/Personal Effectiveness in the Workplace

* Learners must be working in a healthcare setting

Full BTEI funding of fees will be provided for all FETAC, Junior and Leaving Certificate courses for students with less than a Leaving Certificate or in receipt of approved benefits





Basic Adult Education Courses

Basic Adult Education Courses

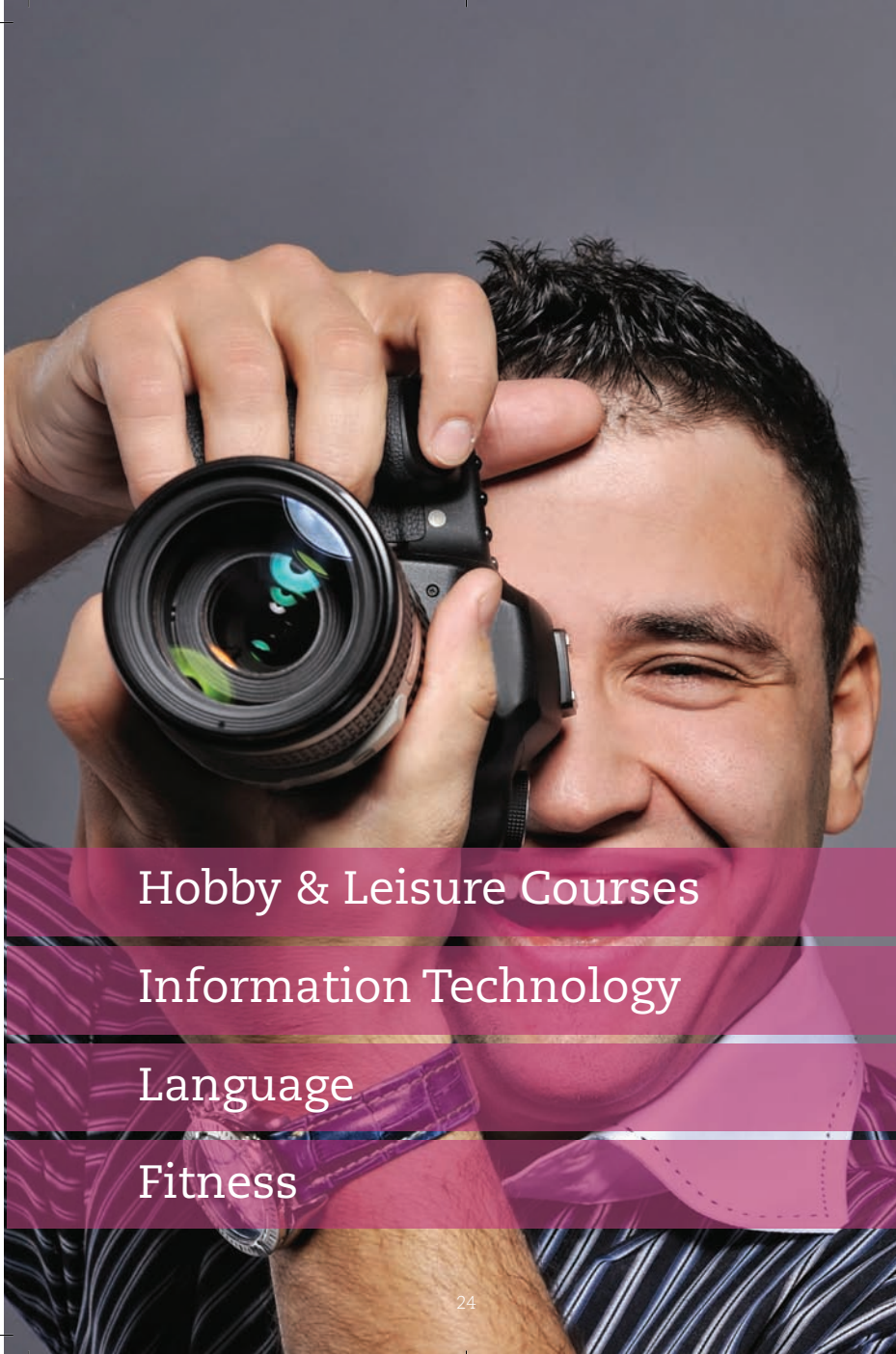
County Offaly VEC provides an Adult Literacy and Basic Education Service for adults throughout the County who wish to improve their reading, writing, spelling and/or maths skills. This service is free and confidential and is provided by trained tutors. English language courses for non-nationals (ESOL – English for Speakers of Other Languages) are also provided.

Basic Reading, Writing, Maths and IT Courses

Communications	FETAC Level 1, 2 & 3
Numeracy	FETAC Level 1, 2 & 3
Basic Computers	FETAC Level 1, 2 & 3
Personal/Interpersonal Skills	FETAC Level 1, 2 & 3
Consumer Awareness	FETAC Level 3
Drama/Literacy	FETAC Level 3
Office Procedures	FETAC Level 3
Food & Nutrition	FETAC Level 3
Living in a Diverse Society	FETAC Level 3
Creative Writing	FETAC Level 3
Junior Certificate English	
Junior Certificate Maths	
Leaving Certificate English	
Leaving Certificate Maths	
E.S.O.L	FETAC Level 3 & 4
Intensive English Spelling & Grammar Programmes (Mechanics of English)	
Art & Design	FETAC Level 3
Preparation for Work	FETAC Level 3
Personal Effectiveness	FETAC Level 3
Family Learning Programmes – Literacy/Numeracy/IT	
Insert Touch, Type, Read & Spell Programmes	
Horticulture	FETAC Level 3
Driver Theory Test	

Contact us for more details

057 9349424 • literacy@offalyvecaded.ie • www.offalyvec.ie



Hobby & Leisure Courses

Information Technology

Language

Fitness

Hobby & Leisure Courses

Digital Photography (Beginners - Learn more about your camera)	5 weeks	€85
Digital Photography (Advanced - Photoshop)	5 weeks	€85
Woodcraft	6 weeks	€75
Colour Me Beautiful	6 weeks	€75
Interior Design	6 weeks	€75
Oil Painting*	6 weeks	€75
Basic First Aid	8 weeks	€100
Occupational First Aid (HSA)	9 weeks	€195
Flower Arranging*	6 weeks	€75
Indian Cookery	6 weeks	€75
Time/Self/Stress Management	6 weeks	€75
Pottery*	6 weeks	€75
Grow Your Own Vegetables	6 weeks	€75
Dress Making	6 weeks	€75
Decorating on a budget	6 weeks	€75

*Additional costs for course materials

Once-off Workshops (limited to ten places)

Introduction to Make Up	3 hours	€20
Introduction to Facebook/Bebo/Twitter	3 hours	€20
Introduction to Digital Photography	3 hours	€20
Introduction to Basic First Aid	3 hours	€20
Introduction to Internet & Email	3 hours	€20



All hobby/leisure courses are offered are delivered as day or night classes
 For further information please contact:
 057 9349424 • reception@offalyvecaded.ie • www.offalyvecad.ie

Introductory IT Courses

Keyboard Skills	5 weeks	€65
Internet & Email	5 weeks	€65
ECDL	12 weeks	€510
Computer Literacy (FETAC Level 3)	10 weeks	€130
Information & Technology Skills (FETAC Level 4)	12 weeks	€160
Computer Applications (FETAC Level 4)	12 weeks	€160
Basic Web Design	8 weeks	€100
Data Entry (FETAC Level 4)	8 weeks	€100

Basic Language Courses

Conversational Irish (Beginners)	6 weeks	€75
Basic Spanish	6 weeks	€75
Basic German	6 weeks	€75
Basic French	6 weeks	€75

Fitness Courses

Yoga	6 weeks	€65
Pilates (Beginners)	6 weeks	€65
Tai Chi	6 weeks	€65
Salsa Dancing	6 weeks	€65
Ballroom Dancing	6 weeks	€65





Enrolment

Registration for Adult Education Courses may be carried out in person or by post. Tutors will be available on enrolment evenings to provide additional information and advice on courses of your choice.

Applications will be accepted during office or school hours prior to and after registration evenings provided places on courses remain unfilled.

Application forms are available for all courses at www.offalyvec.ie

Refunds: Fees are non-refundable except where a course is withdrawn due to low enrolment numbers. All courses require a minimum of 10 participants.

Course Enrolment for all Adult Education Courses listed will take place in:

The Adult Education Centre
Castle Buildings
Tara Street
Tullamore

Tuesday 6th September 2011 7.30pm – 9.30pm

Tuesday 10th January 2012 7.30 – 9.30pm

and between 9am and 5pm weekdays throughout Sept. 2011 and Jan. 2012



Enrolment

Enrolment sessions will also take place in the following:

- Oaklands Community College, Edenderry
- Tullamore College
- Coláiste Naomh Cormac, Kilcormac
- Ard Scoil Chiarain Naofa, Clara
- St. Rynagh's College of Further Education, Banagher
- Coláiste na Síonna, Banagher
- Birr Jobs Club, Birr
- Gallen Community School, Ferbane

For details of enrolment dates and times in September 2011 and January 2012, please contact the Adult Education Centre on 057 9349424 or visit our website www.offalyvec.ie



County Offaly VEC
Adult and Further Education Service
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County Offaly Vocational
Education Committee
Coiste Gairmoideachais
Uíbh Fhailí

For further information please contact:
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