

Full & Part Time Courses

September 2005

Business Studies

Office Technology Retraining

Childcare

Nursing Studies

Art Portfolio

Engineering Technology

Woodwork and Craft Skills

Furniture Design

Business Studies / Secretarial

(1 Year Course)

Course Objective

The course enables the student to become extremely proficient at computing and to be competent in all aspects of modern office technology and business skills.

This is a one year **FULL-TIME** course in Business. It is designed for people who would like to work in business, those who wish to take a year to repeat Leaving Certificate subjects or gain an extra qualification before going to college.

Area of Study

Book-Keeping - Manual & Computerised

Payroll - Manual & Computerised

Spreadsheets

Databases

Word Processing

Text Production

Audio Transcription

Communications

Work Experience

Customer Service

Work Experience

Work placement is a compulsory element of the course. where students take part in a two week on the job work based learning programme. This experience is very valuable and often results in job placement on completion of the course...

Entry Requirements

Leaving Certificate standard or equivalent.

Awards

Students, on successful completion of the modules, will receive a FETAC Level 2 Certificate.

Office Technology Retraining

(2 Year Course)

Course Objectives

This course enables mature students to return to education. It is an ideal course for applicants wishing to re-train or up-skill. The course recognises that students may have left education at a young age and may not now wish to return with a view to continuing their education or returning to the work force.

With this in mind the course is delivered over a two/three year period with the opportunity to lay down foundation work in year 1, to achieve a full Level I award in year 2. An option on a third year will be available where a full Level II award will be offered.

Area of Study—Year 1 and Year 2

Communications 1 & 2

Computer Applications 1& 2

Mathematics 1 & 2

Work Placement 1 & 2

Data Entry - 1 & 2

Information Technology Skills - 1

Personal & Interpersonal Skills - Year 2

Entry Requirements

There are no formal entry requirements.

Student Supports

In order to help students we will offer extra classes and time to study. Students returning to education usually find it helpful to work as part of a group. This opportunity will also be given to you.

Awards

Students will have the opportunity to sit FETAC examinations when they finish each module.

Childcare

(1 Year Course)

Course Objectives

This is a one year **FULL-TIME** course in Childcare which will run from 9.30 am to 1 p.m. for five days a week. It is designed for those people who wish to work in the Pre-school, After-school, Class room assistant or Montessori areas. Each candidate must complete a minimum of four weeks work experience within the childcare area. Each candidate will also have to complete a First Aid course.

Modules / Subjects

Caring for Children (0 - 6 years)

Working with Children

Child Development

Early Childhood Education

Communications

Work Experience

Art & Craft for Children

Caring for Children with Special Needs

Work Experience

Work Experience is a compulsory element of the course, 4 week period. Students will benefit greatly from this on the job experience and it provides them with the opportunity to put their school based learning into practice.

Entry Requirements

Leaving Certificate standard or equivalent.

Awards

FETAC Level II

First Aid

Nursing Studies

(1 Year Course)

Course Objectives

This is a one year **FULL-TIME** course in Nursing Studies is designed for those people who wish to work in the Pre-school, After-school, Class room assistant or Montessori areas. Each candidate must complete a minimum of four weeks work experience within the childcare area. Each candidate will also have to complete a First Aid course.

Modules / Subjects

Anatomy & Physiology

Introduction to Nursing

Safety & Health at Work

Child Development

Communications

Work Experience

Human Growth & Development

Social Studies

Work Experience

Work Experience is a compulsory element of the course, 2 week period. Students will benefit greatly from this on the job experience and it provides them with the opportunity to put their school based learning into practice.

Entry Requirements

Leaving Certificate standard or equivalent.

Awards

FETAC Level II

First Aid

Art Portfolio Course

(1 Year Course)

Course Objectives

The portfolio course is designed to enable students to prepare a portfolio for entry to third level colleges of Art & Design.

To introduce students to the language of art and to develop their understanding of the visual world. To assist the student to build a comprehensive portfolio of work which will provide a foundation for those who want to gain entry to Third Level Art Course or the UK. To provide students with a range of suitable skills to enable them to find employment in craft-related industries.

Course Content

Core Studies

Observational work in drawing and printing with a view to developing in students the ability to observe objects and their inter-relationship and then to represent them in a range of ways.

An introduction to the following crafts:

Batik

Print

Textiles

Computer Graphics (Image Editing)

Certification

FETAC Level II

Engineering Technology

(1 Year Course)

Course Objectives

This course prepares students for the entry into the field of engineering and electronics on an academic and educational basis. Students gain experience in the areas of computing, design and drawing.

Course Content

Engineering Workshop Process

Engineering Workshop Theory

Material Science

Communications

Work Experience

and any three from the list

Computer Aided Draughting

Control Systems

Electronics

Engineering Drawing

Mathematics for Engineering

Safety & Health at Work

Entry Requirements

Leaving Certificate standard or equivalent.

Certification

FETAC Level II

FETAC Further Education and Training Awards Council provides the participant with a recognised qualification. It also enables learners who achieve certification to apply for a place in higher education in a range of third level institutions.

VTOS The Vocational Training Opportunities Scheme allows unemployed persons to follow a full-time education and training course if they are 21 years of age or over and

are unemployed for at least 6 months. An extra allowance of €31.80 per week will be paid to eligible participants registering on the scheme.

Who can apply?

Mature Students who want to re-enter the education system. St. Ailbe's encourages participation by mature students and recognises the unique contribution each mature student will bring to this course. Each application will be considered on an individual basis by the course director.

Post Second Level Students, including those who wish to re-apply to CAO or take an extra year to consider other career options. Students can gain valuable knowledge, qualifications and skills that may benefit them during further study.

Contact:

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Further Education/VTOS Co-ordinator

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