

Health & Safety Courses

SOLAS SAFE PASS COURSE - Last Friday of each month
Next course: Friday 29th August 2014
Cost €90 including Solas Registration

Starting Soon:

FETAC Level 5 Occupational First Aid (3 day course)
Refresher First Aid (1 day) / Paediatric First Aid (1 day)
Manual and Computerised Payroll
After-school craft classes for children

1-day EHOA Certified Primary Course in Food Safety

This course is ideal for anyone working with, serving or preparing food in terms of satisfying legal requirements to have completed food safety training. The course consists of a minimum of 8 hours training, followed by a one hour examination. On completion of the course and assessment, successful participants are awarded a certificate from the EHOA (Environmental Health Officers' Association). This Cert is valid for 5 years from the date of issue and is FETAC approved.

Topics covered on this course include:

- ◆ Introduction to Food Safety
- ◆ Microbiological Hazards
- ◆ Food Contamination
- ◆ HACCP From Food Delivery to Storage
- ◆ HACCP From Food Preparation to Cooking and Service
- ◆ Personal Hygiene
- ◆ Food Premises and Equipment
- ◆ Pest Control
- ◆ Cleaning and Disinfection
- ◆ Food Safety Law and Enforcement

Date: 12th September 2014 **Time: 9.00am - 6.00pm**
Cost: €130 (includes EHOA exam for certification and workbook)

If you have a course which you are interested in doing please contact us and if the course is not listed we will endeavour to include it. We also hire out our training rooms to groups for various courses. We can go to your organisation or premises to provide training at a reasonable cost, just let us know your needs. All of our tutors are fully qualified.

Ballon Business & Training Service

"For All Your Training Needs"

Training Course Schedule September–December 2014

- ◆ Computer Applications
- ◆ Business Courses
- ◆ Health & Safety
- ◆ Food Safety Training
- ◆ Craft Courses
- ◆ Cooking Courses

The Old School
Ballon
Co. Carlow
059-9159447
087-2273516
eileen@bbts.ie
www.bbts.ie

Contact Eileen Murphy
Or Margaret Harrington
To book any course



Computer Training Courses

Day	Course	Time	Cost
Monday 22nd September	FETAC Level 5 Word Processing Improved your word processing and file management skills. Funded by Carlow/ Kilkenny etb	10am - 1pm 17 weeks	TBC
Monday 22nd September	BENEFIT 4 "Get on Line" Internet & Email, Banking online, buying & selling online, facebook, Skype, uploading photographs, internet skills for all	7pm - 9pm 5 weeks	€10
Tuesday 23rd September	FETAC Level 3 Computer Literacy A beginners course for the everyday use of computers.	10am - 1pm 10 weeks	€200
Tuesday 23rd September	New ECDL START - 4 Modules Word, Excel, Database & PowerPoint Price includes skills card, notes & exams	7pm - 10pm 14 weeks	€300
Wednesday 24th September	Digital Photography for Beginners If you are struggling with the preset buttons on your camera, this course is for you. It will also teach you how to take better photos with you eye.	10am - 12 noon For 6 weeks	€65
Wednesday 24th September	Digital Photography for Advanced Users. If you have mastered the basics this course is for you,	7pm - 9pm For 6 weeks	€85
Thursday 25th September	BENEFIT 4 "Get on Line" Internet & Email, Banking online, buying & selling online, facebook, Skype, uploading photographs, internet skills for all	10am - 12 noon 5 weeks	€10
Thursday 25th September	FETAC Level 4 Information Technology Skills. The aim of this course is to allow those students who have completed an introduction course in computers or have previous experience to progress their knowledge to an intermediate certified stage.	7 pm - 10pm For 10 weeks	€200
Friday 26th September	Basic Computer Skills, This course is ideal for individuals who have very little or no computer experience. The course will enable the user to navigate through the computer system, type, save & print documents	10am - 12 noon 6 weeks	€60

Bookkeeping Course

Monday 15th September	Bookkeeping/ Financial Accounting The aim of this course is to develop skills and knowledge of the role, function and basic principles of financial accounting, master the rules of double entry bookkeeping, and develop the ability to prepare and interpret financial statements for different types of business entities. The course is suitable for students who wish to pursue book keeping and accounting as a specialist interest or for those running or working in a business. Duration of Course: 7-10pm for 13 weeks Cost: €250
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Craft/Cookery Courses

Monday 15th September	Patchwork class with Tomomi	10am -12noon For 6 weeks	€60
Tuesday 16th September	Machine Sewing Tutor: Margaret Harrington	10am - 12 noon Ongoing weekly	€10 per morning
Tuesday 16th September	Machine Sewing Tutor: Margaret Harrington	7pm - 9pm	€60
Wednesday 17th September	Feltmaking and Annie Sloan Chalkpainting, with Carmen Sanchez Padron. Learn these and other crafts. Recycle and repurpose your old furniture.	10 am - 12 noon 6 weeks	€60
Wednesday 17th September	Cookery Demonstration Italian night; Lots of ideas, inspiration and know-how.	7-10 pm (First in a series of cookery demonstrations for winter 2014)	€20 Incl. tastings
Thursday 18th September	Interior Design: Revamp a Room Choose a room in your house and get help with ideas to transform it.	7- 9pm 6 weeks	€90