

“For All Your Training & Secretarial Needs”

Opening Hours

Monday – Friday 9.00am – 5.30pm

Pre-booked classes

Monday - Friday 9.00 am - 1.00 pm & 7.00pm – 10.00pm

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Official Opening of our Newly Refurbished Premises

Monday 27th June 2011 by Mr. Phil Hogan, T.D.

Minister for the Environment, Community and Local Government

Multi Purpose Room - Sample of Courses Available

- * Interior Design - *This is the class for you if your are looking to give your home the WOW factor!*
- * Light Upholstery - *headboards, upholstering chairs, etc*
- * Machine Sewing - *simple sewing projects, how to use and take care of your machine, cushions, aprons, table runners*
- * Patchwork - *making a small piece of patchwork*
- * Beading - *Learn to make beautiful necklaces*
- * Creative Card Making
- * Mixed Media Art, Water colour & Oil Painting
- * Cooking - Healthy Eating - Indian Cooking - Cooking on a budget
- * Children’s Cooking Classes
- * FETAC L evel3 & 4 Organic Gardening in association with Carlow VEC
- * Practical Organic Gardening in association with Carlow VEC
- * FETAC Level 5 Safety Rep
- * FETAC Level 5 Reception Skills Course
- * Fás Safe Pass Course
- * Basic First Aid & Defibrillator. Certified By Irish Heart Foundation
- * Summer Camp for 9-12 year olds - Crafts & Cookery
- * Surviving College life - healthy cooking, budgeting etc. - a special course for those going to college for the first time



BOOKKEEPING & PAYROLL SERVICE

Charges are on an hourly basis. Payment terms at the end of each working month. You can bring your books to us or we can travel to your business to suit your needs

SECRETARIAL SERVICE

Typing	Scanning	Thank You cards
Binding	Printing (full colour)	Brochures
Laminating	Menus	Draw cards
Internet Research	Wedding Booklets	Letterheads
E-mail services	Posters	Compliment slips
Fax Services	Flyers	Invoice/Receipt Books
Spreadsheets	Business cards	Newsletters
C.V's	Cabaret Tickets	Bookkeeping
Reports	Invitations	Payroll

COMPUTER TRAINING COURSES

FETAC ACCREDITED

ECDL ACCREDITED

ECDL EXAMINATIONS ON DEMAND

QUALIFIED TUTORS

SMALL CLASSES - MAX 10

ONE TO ONE TUITION AVAILABLE

BROADBAND INTERNET ACCESS

E-MAIL SERVICES

VARIETY OF SOFT SKILL COURSES

SECRETARIAL SERVICE

PHOTOCOPYING SERVICE & FAXING SERVICE

BOOKKEEPING & PAYROLL SERVICE

WHEELCHAIR FRIENDLY



EqualSkills



Comhairle na hOidhreachtaí
Breitheachais agus Oiliúna
Further Education and
Training Awards Council

BACKGROUND Ballon Community Services Ltd started out as Ballon Rathoe Development Association (BRDA) which was founded in 1995 following an in-depth resource audit in the Ballon/Rathoe area. The need for a business service and training centre was identified in the audit. The centre was established as part of the BRDA community partnership project, which was funded under the European Global Grant programme and administered in Ireland by Area Development Management (ADM). The computer training centre operated in one half of the building under the BRDA umbrella until 2003 when BRDA ceased to exist as a Development Association.



Ballon Business & Training Service Ltd. was incorporated as a 'not for profit' company limited by guarantee in 2003. The main objective of the company was to address the training deficit in the community by the provision of training courses in information technology (IT), craft and soft skills, thereby increasing the employability and income generating capacity of the community. Implicit in much of this training is the need to address social needs such as rural isolation and marginalisation. The company is governed by a board of directors and the project is managed by a full time manager with the assistance of tutors for specific courses. The manager's salary is part paid by Carlow Rural Information Service Provider (CRISP) under the Community Services Programme.

Since 2002 over two thousand people have participated in computer courses alone. In 2010 the centre was granted FETAC accreditation. Demand for a wider variety of courses meant that BBTS needed more space to deliver these courses. Board members approached the Parish Priest in 2009 with a view to using the rest of the Old School, which was in bad repair. When the board got the go-ahead from the Parish and the Diocese to use the whole building the decision was made to apply for funding to Carlow County Development Partnership (CCDP). A total of €107,762.83 (75% of cost) was granted in January 2010 by CCDP for the restoration of the old school and the re-roofing of the Community Hall. BBTS also received a Heritage grant of €9,000 from Carlow County Council towards the re-roofing of the old school. The company name was changed from BBTS to Ballon Community Services (BCS) in early 2011 to incorporate the management of the community hall, weekly bingo and other fundraising events.

Ballon Community Centre

The Community Centre is an integral part of the project providing sports and social facilities as well as additional space for specific training activities

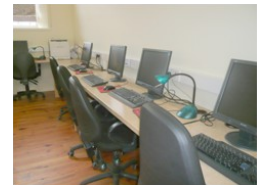


Ballon Community Services Ltd offers a very comprehensive range of courses in computer education. We cater for all stages from the absolute beginner to the very advanced and you can proceed from level to level, as you require. You will find our expert tutors both friendly and supportive throughout your course.

We work in partnership with community, voluntary groups and statutory agencies for the benefit of the community. We aim to deliver training from an adult and community education perspective in a friendly, non-threatening environment

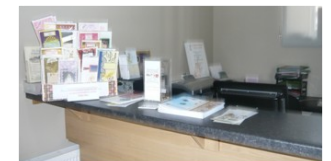
We provide:

- * In house training in our computer training centre for individuals and corporate groups.
- * Private/ One to One Tuition available on request.
- * A wide flexibility of times and courses to suit the needs of our clients, including morning, afternoon, evening and all day courses.
- * Classes are small in size.
- * Each trainee has a personal computer to work on.
- * Maximum number in class 10
- * All trainees are provided with customised notes for each course.
- * We provide on site training in the work place.



Tutor Led Computer Courses:

- * FETAC Level 3 Computer Literacy - For the absolute beginner
- * Beginners Word Processing Course - Certified by Centre
- * Equalskills for the absolute beginners
- * FETAC Level 4 Computer Applications -Intermediate Course
- * European Computer Driving Licence - ECDL
- * ECDL Advanced
- * FETAC Level 5 Payroll Computerised and Manual
- * Internet & Email
- * Beginners Digital Photography
- * Advanced Digital Photography
- * Photoshop for Beginners
- * Facebook, Skype & Twitter
- * Computers for Children



Ballon Community Service is registered with FETAC to offer programmes leading to FETAC awards in the National Framework of Qualifications