

Evening Class and Community Learning

GENERAL INFORMATION

BOOKING YOUR COURSE

Places are allocated on a first come first served basis. Early booking is recommended to avoid disappointment.

POSTAL BOOKINGS

Complete the enclosed booking form and send along with payment (no cash please) to Borders College, 6 Market Place, Jedburgh, TD8 6AP. Postal bookings 2010 can be made from 7 December 2009.

TELEPHONE BOOKINGS

Call our Booking Hotline on **01896 662603** between 10.00 am and 4.00 pm Monday to Friday. We accept payment by most major credit and debit cards. Telephone lines will be open between **6 January 2010** and **14 January 2010**.

WHAT HAPPENS IF MY CLASS DOES NOT RUN?

If your class is not going to run you will be notified and an appropriate refund will be made. In order to help us contact you please supply a day time telephone number.

GET UP TO £200 TOWARDS THE COST OF YOUR COURSE!

ILA Scotland is a Scottish Government scheme that helps you to pay for your learning. It is for people who have a personal income of £22,000 a year or less, or who are on benefits. If you are 16 or over and living in Scotland you could get up to £200 to learn something new or brush up on your skills. Call ILA on 0808 100 1090 for more details or go to www.ilascotland.org.uk.

DO I HAVE TO PAY?

Students in receipt of certain benefits may not have to pay fees for certificate and computing courses. We ask you to send us a copy of your benefit evidence along with your booking form. Similarly, you may not need to pay fees for these courses, if your household income is below the following thresholds: households with only one person: £8,282; households consisting of a couple without children: £12,395; households with dependant children: £18,997. For further information contact our Finance Department (Telephone 01896 662533).

If you are over the age of 60 you may be able to claim a 50% discount on Computing and IT classes. Please note this offer cannot be used in conjunction with any other offer e.g. Company Voucher Scheme/ILA etc.

You may wish to consider joining **Interest Link Buddies Scheme** and have your fees paid for you. For further details please contact Stefanie Poetyllo on 01896 750020.

REFUND & WITHDRAWAL

Please note that **NO** refunds will be given except under exceptional circumstances and only then at the College's discretion. Anyone wishing to request a refund must apply in writing. A cancellation fee may apply.

COMPANY SCHEME

If you are employed by a company who has an arrangement with Borders College please ask your Personnel Department for a voucher. The company should also have a list of courses and costs available with your voucher. Please note Company Voucher bookings can only be made by post and the voucher must be sent at the same time as the booking form.

DISABILITY AND LEARNING SUPPORT

If you are a disabled person please ensure that you inform the College before enrolment so that we can make suitable arrangements for any additional support needs. Non-disclosure of such information could affect your suitability for the class.

Have you remembered to enclose your payment / company voucher / benefit evidence if applicable?

**Please return to:
Borders College, 6 Market Place
Jedburgh, TD8 6AP**

BORDERS COLLEGE
Duns NEWTOWN STREET - 01361 882679
Galashiels NETHER ROAD
Hawick BUCCLEUCH ROAD
Jedburgh MARKET PLACE - 01835 863781
Newtown St Boswells
Peebles CAVALRY PARK BUSINESS CENTRE - 01721 723905

www.borderscollege.ac.uk



BUDDIES



Interest Link Borders "Buddies" matches volunteers with adults who have a learning disability so they can both attend and enjoy evening classes together.

Interest Link Borders will pay your evening class fees and your travel costs as well as provide you with training and support if you volunteer with us.

Have a great time and make a real difference too! Call us....

If you are interested, please contact

**Stefanie Poetyllo
on 01896 750020**

Supported by



www.interestlink.org.uk

English as a Second or Other Language

If English is not your first language, you may be interested in our 'English as a Second Language' Courses.

For further information please call **08700 50 51 52**

Evening Class and Community Learning



PROGRAMME OF COURSES



JANUARY 2010

Choose from a
wide range of Evening and Day classes at Borders College

Courses available in
**Duns, Galashiels, Hawick, Jedburgh,
Kelso, Newtown St Boswells & Peebles**

**POSTAL BOOKINGS CAN BE MADE
FROM 7 DECEMBER 2009**

Telephone bookings **FROM 6 JANUARY - 14 JANUARY 2010**

by calling **01896 662603**
between 10.00 am and 4.00 pm Monday to Friday

CLASSES COMMENCE FROM MONDAY 18 JANUARY 2010

Course information is available on our website at:
www.borderscollege.ac.uk

There is also a large print version of this brochure available.
If you would like a copy please contact the college.

Charity No: SC021180

PROGRAMME OF COURSES

January 2010

Class	Code	Campus	Day	Time	Type	No of Weeks	Cost
CERTIFICATE CLASSES							
Introduction to Counselling\$	642	Peebles	Tues	6.30 pm to 9.30 pm	C	12	£108.00
Psychology – The Individual in the Social Context – Intermediate 2\$**	240	Galashiels	Wed	6.00 pm to 9.00 pm	C	12	£108.00
COMPUTING							
European Computer Driving Licence Workshop^\$	501	Jedburgh	Mon	12.30 pm to 2.30 pm	C	30	£370.00
European Computer Driving Licence Workshop^\$	600	Peebles	Tues	6.30 pm to 8.30 pm	C	30	£370.00
European Computer Driving Licence Workshop^\$	502	Jedburgh	Wed	6.00 pm to 8.00 pm	C	30	£370.00
European Computer Driving Licence Workshop^\$	601	Peebles	Fri	9.15 am to 11.15 am	C	30	£370.00
Microsoft Certified Application Specialist (MCAS)^\$	200	Galashiels	Mon	6.00 pm to 9.00 pm	C	12	£150.00
Microsoft Certified Application Specialist (MCAS)^\$	100	Duns	Wed	9.30 am to 12.30 pm	C	12	£150.00
Microsoft Certified Application Specialist (MCAS)^\$	500	Jedburgh	Thurs	6.00 pm to 9.00 pm	C	12	£150.00
Introduction to Microsoft Office\$	121	NSB	Mon	6.30 pm to 8.30 pm	L	10	£75.00
Introduction to Microsoft Office\$	643	Peebles	Wed	9.15 am to 11.15 am	L	10	£75.00
Introduction to Microsoft Office\$	518	Jedburgh	Thurs	12.15 pm to 2.15 pm	L	10	£75.00
Introduction to Microsoft Office\$	525	Kelso	Thurs	1.00 pm to 3.00 pm	L	10	£75.00
Introduction to Microsoft Office\$	115	Duns	Thurs	2.00 pm to 4.00 pm	L	10	£75.00
Introduction to Microsoft Office\$	241	Galashiels	Friday	2.00 pm to 4.00 pm	L	10	£75.00
Using Microsoft Office\$	242	Galashiels	Mon	7.00 pm to 9.00 pm	L	10	£75.00
Using Microsoft Office\$	644	Peebles	Tues	10.15 am to 12.15 pm	L	10	£75.00
Using Microsoft Office\$	526	Kelso	Tues	1.30 pm to 3.30 pm	L	10	£75.00
Using Microsoft Office\$	243	Galashiels	Wed	2.00 pm to 4.00 pm	L	10	£75.00
Using Microsoft Office\$	519	Jedburgh	Thurs	9.15 am to 11.15 am	L	10	£75.00
Using Microsoft Office\$	116	Duns	Thurs	7.00 pm to 9.00 pm	L	10	£75.00
Computing with Confidence\$	645	Peebles	Tues	12.30 pm to 2.30 pm	L	10	£75.00
Computing with Confidence\$	520	Jedburgh	Wed	2.00 pm to 4.00 pm	L	10	£75.00
Cards and Calendars\$	521	Jedburgh	Tues	12.30 pm to 2.30 pm	L	10	£75.00
Digital Photography for Beginners\$	522	Jedburgh	Wed	9.30 am to 12 noon	L	8	£75.00
Digital Photography for Beginners Stage 2\$	523	Jedburgh	Mon	9.30 am to 11.30 am	L	10	£75.00
Digital Photography for Beginners Stage 3\$	524	Jedburgh	Tues	9.30 am to 12 noon	L	8	£75.00
Digital Photography for Beginners using Photoshop Elements on your PC\$	646	Peebles	Mon	6.30 pm to 8.30 pm	L	10	£75.00
Getting your First Website up and Running\$	647	Peebles	Thurs	7.00 pm to 9.00 pm	L	10	£75.00
Introduction to Microsoft Publisher\$	244	Galashiels	Wed	7.00 pm to 9.00 pm	L	10	£75.00
Introduction to Photoshop Elements (Using PCs)\$	245	Galashiels	Mon	7.00 pm to 9.00 pm	L	10	£75.00
Sage Accounts - An Introduction\$	246	Galashiels	Mon	6.30 pm to 9.00 pm	L	10	£94.00
TECHNOLOGY AND DIY							
Carpentry & Joinery DIY\$	261	Galashiels	Wed	6.00 pm to 9.00 pm	L	10	£112.00
Know Your Motorcycle	123	NSB	Mon	6.30 pm to 8.30 pm	L	10	£75.00
Woodturning for Beginners	262	Galashiels	Tues	6:30 pm to 9:00 pm	L	10	£108.00
Woodturning for Beginners Stage 2	263	Galashiels	Wed	6:30 pm to 9:00 pm	L	10	£108.00

CLASSES COMMENCE FROM MONDAY 18 JANUARY 2010

• **Duns** NEWTOWN STREET • **Galashiels** NETHER ROAD • **Hawick** BUCCLEUCH ROAD • **Jedburgh** MARKET PLACE
• **Kelso** ABBEY ROW COMMUNITY CENTRE • **Newtown St Boswells** • **Peebles** CAVALRY PARK BUSINESS CENTRE

Class	Code	Campus	Day	Time	Type	No of Weeks	Cost
FOREIGN LANGUAGES							
French for Beginners\$	648	Peebles	Mon	12.45 pm to 2.45 pm	L	10	£75.00
French for Beginners Stage 2\$	117	Duns	Wed	9.30 am to 11.30 am	L	10	£75.00
French for Beginners Stage 2\$	247	Galashiels	Wed	7.00 pm to 9.00 pm	L	10	£75.00
French Stage 8\$	649	Peebles	Thurs	10.15 am to 12.15 pm	L	10	£75.00
Gaelic for Beginners\$	650	Peebles	Mon	6.30 pm to 8.30 pm	L	10	£75.00
German for Beginners Stage 2\$	248	Galashiels	Tues	7.00 pm to 9.00 pm	L	10	£75.00
Italian for Beginners\$	651	Peebles	Friday	10.45 am to 12.45 pm	L	10	£75.00
Italian for Beginners Stage 2\$	249	Galashiels	Wed	7.00 pm to 9.00 pm	L	10	£75.00
Italian Stage 4\$	652	Peebles	Thurs	12.45 pm to 2.45 pm	L	10	£75.00
Spanish for Beginners\$	408	HHS	Wed	6.30 pm to 8.30 pm	L	10	£75.00
Spanish for Beginners\$	653	Peebles	Wed	7.00 pm to 9.00 pm	L	10	£75.00
Spanish for Beginners Stage 2\$	250	Galashiels	Mon	7.00 pm to 9.00 pm	L	10	£75.00
Spanish for Beginners Stage 2\$	654	Peebles	Tues	11.45 am to 1.45 pm	L	10	£75.00
Spanish Stage 4\$	251	Galashiels	Tues	7.00 pm to 9.00 pm	L	10	£75.00
CRAFTS AND LEISURE							
Body Massage&	252	Galashiels	Mon	7.00 pm to 9.00 pm	L	10	£75.00
Cake Decorating the Next Stage^^	409	HHS	Mon	6.30 pm to 8.30 pm	L	5	£38.00
Cooking for Pleasure^^	410	HHS	Mon	6.30 pm to 8.30 pm	L	5	£38.00
Creative Clothing	411	HHS	Mon	6.30 pm to 8.30 pm	L	10	£75.00
Creative Writing Stage 2	253	Galashiels	Mon	7.00 pm to 9.00 pm	L	10	£75.00
Drama	254	Galashiels	Mon	7.00 pm to 9.00 pm	L	10	£75.00
Infinite Tai Chi for Beginners	255	Galashiels	Wed	7.00 pm to 9.00 pm	L	10	£75.00
Infinite Tai Chi Stage 2	256	Galashiels	Mon	7.00 pm to 9.00 pm	L	10	£75.00
Introduction to Falconry and Birds of Prey	122	NSB	Mon	6.30 pm to 8.30 pm	L	10	£75.00
Indian Head Massage	257	Galashiels	Wed	7.00 pm to 9.00 pm	L	5	£38.00
Indian Head Massage	655	Peebles	Fri	1.30 pm to 3.30 pm	L	5	£38.00
Introduction to Interior Design\$	656	Peebles	Wed	7.00 pm to 9.00 pm	L	10	£75.00
Jewellery and Wire Working	657	Peebles	Wed	10.15 am to 12.15 pm	L	5	£38.00
Knitting for Fun	258	Galashiels	Mon	7.00 pm to 9.00 pm	L	10	£75.00
Life Drawing - The Human Figure	259	Galashiels	Wed	6.00 pm to 8.00 pm	L	10	£96.00
Life Drawing - The Human Figure	118	Duns	Thurs	10.00 am to 12 noon	L	10	£96.00
Making Flowers & Jewellery with Felt	119	Duns	Sat	10.30 am to 3.30 pm	L	1 day	£35.00
Making Flowers & Jewellery with Felt	658	Peebles	Sat	10.30 am to 3.30 pm	L	1 day	£35.00
Mind and Body General Workout	412	HHS	Tues	7.15 pm to 8.45 pm	L	10	£56.00
Painting for Pleasure	260	Galashiels	Mon	7.00 pm to 9.00 pm	L	10	£75.00
Painting for Pleasure	120	Duns	Tues	10.00 am to 12 noon	L	10	£75.00
Scottish History Stage 2	659	Peebles	Tues	9.15 am to 11.15 am	L	10	£75.00
Simply Drawing	660	Peebles	Mon	10.15 am to 12.15 pm	L	10	£75.00

KEY ^ - Excluded from Company Scheme
** - Late start date
\$ - ILA Registered
& - Includes cost of basic materials only
^^ - Cost of ingredients not included
C - Certificate
L - Leisure
Galashiels - Scottish Borders Campus, Nether Road, Galashiels
HHS - Hawick High School
NSB - Newtown St Boswells

POSTAL BOOKINGS CAN BE MADE FROM 7 DECEMBER 2009

Telephone bookings **FROM** 6 January 2010 - 14 January 2010
by calling **01896 662603** between 10.00 am and 4.00 pm Monday to Friday

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