

Caldicot Adult & Community Education New Courses for January

Still enrolling

Day	Time	Course
Mondays	2:30pm-4:30pm	Secretarial skills
Wednesdays	10:00am-12:00pm	Improve your English and Maths
Wednesdays	6:30pm-8:30pm	Brush up your English
Thursdays	10:00am-12:00pm	Improve your English and Maths

New 10-week courses

Start date	Time	Course
Monday 16 th January	4:00pm-6:00pm	Introduction to Indian head massage
Monday 16 th January	6:30pm-8:30pm	Reiki 1 (a natural healing complementary therapy)
Monday 23 rd January	12:30pm-2:30pm	Prepare to work in a school
Wednesday 11 th January	12:30pm-2:30pm	Internet and email
Thursday 12 th January	12:30pm-2:30pm	Computers don't bite! (Ideal for Beginners)
Thursday 12 th January	7:00pm-9:00pm	Book-keeping basics (including petty cash and computerised accounts)

New one-day courses

Date	Time	Course
Friday 2 nd March	9:30am-4:30pm	Food safety in catering – Level 2
Friday 16 th March	9:30am-4:30pm	Emergency first aid

For more information or to book a place please ring 01291 426852 or email
wendykennison@monmouthshire.gov.uk

Concessions are available – ask for details!