



CSN

Coláiste Stiofáin Naofa

College of Further Education

COLÁISTE STIOFÁIN NAOFA

TRAMORE ROAD, CORK

(021) 4961020

COLLEGE OF LIFELONG LEARNING

EVENING AND PART-TIME DAY COURSES 2009-2010

ENROLMENT

Enrolment online at www.csn.ie from June 2009
and during office hours or by post
Late night registration on Tuesday 15th September
and Wednesday 16th September until 7pm

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CSN EVENING AND PART-TIME DAY COURSES

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COLÁISTE STIOFÁIN NAOFA
COLLEGE OF FURTHER EDUCATION
TRAMORE ROAD, CORK
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EVENING AND PART-TIME DAY COURSES

A different approach to learning

Welcome to Coláiste Stiofáin Naofa.

Coláiste Stiofáin Naofa has been involved in adult education for well over a decade. Our College has built a reputation for providing the highest standard of learner centred education. We pride ourselves in our ability to offer high quality courses in a friendly and relaxed atmosphere, which is specifically geared at adults returning to education.

Make the decision to let us meet your needs as an adult learner.

Director of Adult Education Assistants

Wendy Keenan
Sharon Murphy
Paul Cotter
Paddy Gleeson

Enrolment for Autumn courses on:

1. Online at www.csn.ie, by post, by phone or at the college during office hours from July 2009.
2. Late night registration on 15th and 16th September 2009 until 7pm.

All classes start the week of Monday 28th September 2009 unless otherwise stated.

Enrolment for Spring courses on:

1. Online at www.csn.ie, by post, by phone or during office hours from December 2009.

All classes start the week of Monday 18th January 2009 unless otherwise stated.

AWARDS NIGHT

Presentation of certificates to successful students from the 2008/2009 academic year will take place at the college on Thursday November 19th 2009 at 7.00pm.

COURSE FEES

Payment should be made at registration at the office reception of the college by phone, online or by post. Fees can be made by cash, credit card, laser card or cheques. Cheques should be made payable to Coláiste Stiofáin Naofa. Fees are refunded ONLY when classes are not formed. Refunds are not made in any other circumstances. Please retain your receipt for refunds. Refunds are made through the VEC and not the college. The refund process takes a minimum of three weeks. Student services and administration are included in the cost of courses.

ALL EXAMINATION COSTS ARE INCLUDED IN THE COURSE FEE

Most Examinations take place during the last week of April and the first two weeks in May. Exceptions to this are Successful Interior Design & Advanced Interior Design as well as Royal Horticulture Certificate in Horticulture.

PEOPLE WHO ARE IN RECEIPT OF AN OLD AGE PENSION OR IN RECEIPT OF A SOCIAL WELFARE PAYMENT ARE ENTITLED TO A CONCESSION. TO OBTAIN THIS CONCESSION THE COLLEGE WILL NEED A PHOTOCOPY OF DOCUMENTATION TO SHOW WHAT PAYMENT YOU ARE ON. THIS MUST BE PRESENTED ON REGISTRATION ALONG WITH YOUR PPS NUMBER.

DISCLAIMER:

Coláiste Stiofáin Naofa reserves the right to alter or cancel any class without notice. Please also note that the name of any course or title of qualification may change at the discretion of the College or any validating body. This Prospectus is for information purposes only and does not represent a contractual offer of any kind. City of Cork VEC is committed to practices which safeguard the welfare of students, young people and vulnerable adults. City of Cork VEC is registered with the Garda Central Vetting Unit and will be conducting Garda Vetting on students attending courses where it is identified that possible interaction with children and vulnerable adults is a feature of the course. Any information disclosed by the Garda Central Vetting Unit may be shared with the appropriate decision making personnel in prospective work experience organisations.

GUIDE TO AWARDING BODIES

Many of our courses lead to awards from well known and respected organisations.

These include:

FETAC

The Further Education Training and Awards Council offers a system of quality assured awards within a framework of progression. FETAC awards are placed on the 10-level National Framework of Qualifications. FETAC provides a range of awards from 1 to 6. An award is obtained by successfully completing 8 modules at the appropriate level. Individual modules may also be used on a stand alone basis. This system provides a recognised pathway to further progression on the scale.

ITEC

ITEC provides recognised qualifications in Complementary Therapy. ITEC Qualifications are supported by industry and are easily transportable internationally.

THE ROYAL HORTICULTURAL SOCIETY

The Royal Horticultural Society has been associated with educational excellence in Horticulture for over 100 years. It offers qualifications which are instantly recognisable and respected.

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ART, CRAFT AND DESIGN

A1 BASIC WOODWORK

In this course students will learn how to read and work from drawings, the presentation of timber and making basic joints. The emphasis is placed on the use of hand tools. These skills will enable learners to complete simple projects with confidence.

Time	Autumn and Spring Monday 7.00-9.00pm
Duration	10 weeks
Tutor	Jim Powell
Cost	€150

A2 INTERMEDIATE WOODWORK

In the course students will complete a project to make a coffee table. The classes will cover setting out, making a frame and counter top, gluing, clamping, and squaring. A unique method is used to connect the counter and the frame.

Time	Autumn and Spring Thursday 7.00-9.00pm
Duration	10 weeks
Tutor	Jim Powell
Cost	€150

A3 DRESS-MAKING (BEGINNERS)

Do you want to learn how to make your own clothes? Do you want to give them new life or just add a bit of decoration to change the style? Would you be able to cut a pattern to your size or make a garment to a professional standard? You can learn all these if you join the dressmaking class at CSN. Cost of materials not included.

Time	Autumn and Spring Monday and Wednesday 7.00-9.00pm
Duration	10 weeks
Tutor	Mary Hackett
Cost	€150

A4

ADVANCED DRESS MAKING

If you ever thought of making that wedding outfit or debs dress, this course will suit you. The course will suit students who have completed the beginners dress making course or who have a good knowledge of sewing.

Time	Autumn and Spring Thursday 7.00-9.00pm
Duration	10 weeks
Tutor	Catherine Foley
Cost	€150

A5

CROCHET

This course goes from the very basics of crochet to the more advanced stitch and design. Students will be given the opportunity to make different items suited to their respective experience of crochet.

The option of completing a FETAC LEVEL 4 or LEVEL 5 AWARD is open to those who achieve the appropriate standard.

Time	Autumn and Spring Tuesday 7.00-9.00pm
Duration	10 weeks
Tutor	Charlotte Meaney
Cost	€100

A6

DRAWING & PAINTING (BEGINNERS - AFTERNOON)

Drawing and painting for the beginner and those with some experience. Learn how to draw and paint landscape, portrait and the figure with acrylic paint. There are group projects such as using the palette knife and sponge and a variety of techniques are explored within the term.

Time	Autumn and Spring Monday or Thursday 4.30-6.30pm
Duration	12 weeks
Tutor	Mags Geaney
Cost	€150

A7

DRAWING & PAINTING (INTERMEDIATE - NIGHT)

Drawing and Painting is for those with some experience. There is an emphasis on personal projects on this course. Explore different media including ink, oil, chalk, pastel and acrylic paint. Creating texture using glazes and a variety of techniques are covered with still-life etc.

Time	Autumn and Spring Monday or Thursday 7.00-10.00pm
Duration	12 weeks
Tutor	Mags Geaney
Cost	€200

A8

PORTFOLIO PREPARATION

This course is ideally suited for Pre-Leaving Certificate students but is also suited to the older artist wishing to build up a portfolio with a broad range of image making processes. There is an emphasis on developing observational drawing skills. Students will be introduced to a broad selection of media including pens, pencils, pastels, charcoals and some printmaking also. Some materials are provided.

Time	Autumn Tuesday 7.00-10.00pm
Duration	15 weeks
Tutor	Keith Kennedy
Cost	€350

A9

BEADED JEWELLERY

If you are new to beading this is ideal for you. Timeless basic designs and techniques are shared in this class. You'll learn to make various stunning necklaces, bracelets, earrings etc. using many different materials. It is relaxing and fun. By the end of the course you'll be able to make, re-string and repair beaded jewellery even make some money doing it.

Materials not included

Time	Autumn and Spring Monday 7.00-9.00pm
Duration	10 weeks
Tutor	Mariana Lennon
Cost	€150

A10

INTERIOR DECORATING

This is a 10 week course which will develop the student's awareness of interior decorating within the home. Topics covered will include colour combinations, colour theory, interior styles, flooring, curtains and window dressing. Students will also be introduced to soft furnishings, lighting, finishing touches, affordable art and accessories.

Time	Autumn and Spring Monday 7.00-9.00pm
Duration	10 weeks
Tutor	Catherine Foley
Cost	€200

A11

INTRODUCTION TO FASHION DESIGN & COLOUR FETAC LEVEL 5 COMPONENT CERTIFICATE (LEVEL 5)

A journey of exploration through the world of colour, materials, design and creativity for the person who has an interest in fashion. This course will give you a better understanding of materials, their uses and you will get the opportunity to work on projects using different fabrics. Design is a very strong element in the course and you will explore the impact of design in society as well as learning to communicate design ideas effectively using appropriate methods. You will also use the sewing machine to create a garment during the course.

Time	Autumn Wednesday 7.00-9.30pm
Duration	1 academic year
Tutor	Catherine Foley
Cost	€500

A12

SUCCESSFUL INTERIOR DESIGN (REGENT ACADEMY/ CITY & GUILDS CERTIFICATE)

This is a comprehensive course for beginners; anyone who can match basic colours will be shown how to put that magic touch to any room. You will learn about colour, texture, fabrics, furniture, lighting and much more. You will learn how to survey rooms and draw up plans and elevations to scale as well as decorate rooms. The course includes assignments on most rooms in the house and covers the size and style of furnishings to be used. If you are hoping to pursue a career in the Interior Design Business then this is the course for you.

Time	Autumn Tuesday or Wednesday 7.00-9.00pm
Duration	1 academic year
Tutor	John Linehan
Cost	€650 (this includes the examination fees)

A13

PROFESSIONAL INTERIOR DESIGN (REGENT ACADEMY/ LONDON CITY & GUILDS CERTIFICATE)

This is an advanced course designed for people who want to market themselves as Interior Design Consultants. This is a specialised course and covers in detail how to turn your talents into a business idea. Whether you are looking to start a part-time venture or a full blown interior design consultancy business this course will show you how.

The course will cover colour, materials, design communication as well as domestic interiors, commercial interiors, business studies, services and the history of design. The course goes on to show you how to tackle commercial contracts like shops, offices, hotels, restaurants etc. Students should have completed the Successful Interior Design course or have a similar qualification.

Time	Autumn Tuesday 6.45- 9.45 pm
Duration	1 academic year
Tutor	Catherine Foley
Cost	€700 (this includes the examination fees)

BUSINESS AND THE WORKPLACE



ENTERPRISE AND ENTREPRENEURSHIP

A guide to setting up your own business. Are you thinking of setting up that small business? If the answer to this question is yes then attending this course will guide you in the right direction.

The main areas of study are:

- » Legal issues
- » Setting up and registering a company
- » Responsibilities of director
- » Accountant annual reports
- » CRO annual report and revenue report
- » Tax, PAYE and PRSI
- » VAT Returns and Payroll
- » Market research
- » Product price and people
- » Growth and risk taking.

Time	Autumn and Spring Wednesday 7.00-9.00pm
Duration	8 Weeks
Tutor	Frank Galvin
Cost	€150



HEALTH & SAFETY IN THE WORKPLACE (CERTIFICATION)

This course is ideal for supervisors, safety officers, safety representatives and anyone who has an interest in health and safety. The course will provide the student with the skills and knowledge to promote and maintain safety and health in the working environment. Areas such as hazard identification, risk assessment; Safety, Health and Welfare Act 2005 and the promotion of health in the Work Place will be studied. Accidents as well as dangerous occurrences, fire-related issues and working equipment are also covered. Successful candidates can achieve FETAC LEVEL 5 component certificate.

Time	Autumn Wednesday 7.00-9.30pm
Duration	1 academic year
Tutor	Sean O' Shaughnessy
Cost	€450

CHILD CARE



CHILD CARE (FULL FETAC LEVEL 5 CERTIFICATE)

The FETAC Level 5 Childcare equips the student with the necessary skills, knowledge and qualification to work in the childcare sector. Students who have successfully completed this award have secured employment in crèches, pre-school, nursery settings, classroom assistants or special needs assistants in primary schools. The full certificate is awarded once students have completed all eight modules. This can be done by attending two nights a week for a two year period. However if a student is unable to commit to both evenings this qualification can be taken over a longer period of time to suit individual needs. Modules can also be taken on an individual basis and a FETAC level 5 record of achievement will be awarded on successful completion of each module.

MODULES OFFERED ON TUESDAY EVENINGS ARE AS FOLLOWS:-

- » **Early Childhood Education**
Ann McAuliffe
- » **Special Needs**
Breda Byrne
- » **Communications and Work Experience**
Michelle Buckley
- » **Working in Childcare**
Gobnait Burke

MODULES OFFERED ON THURSDAY EVENINGS ARE AS FOLLOWS:-

- » **Child Development**
Ann M^cAuliffe
- » **Special Needs**
Alexandra Masterson
- » **Caring for Children**
Valerie O' Callaghan
- » **Arts and Crafts for Children**
Valerie O' Callaghan

WEDNESDAY :

- » **Occupational First Aid**
- » **School Age Childcare (see C2 on facing page).**

Time	Autumn Tuesday and Thursday 7.00-10.00pm
Duration	2 academic years. 2 modules per night
Cost	€190 per module

Classes start on the 8th and 10th of September, please ring the college for further details and an application form for childcare course

C2

SCHOOL AGE CHILDREN CHILDCARE (FETAC LEVEL 5 COMPONENT CERTIFICATE)

The module is designed to equip the learner with skills and knowledge to plan, implement and evaluate school age childcare programmes. It aims to explore a range of activities and environments appropriate to individuals, settings and groups. The module aims to promote good practice, equality of opportunity and respect for diversity in lifestyle, religion and culture.

This module may be used as a component module in the achievement Childcare FETAC level 5 full certificate.

Time	Autumn and Spring Wednesday 7.00-10.00pm
Duration	13 weeks
Tutor	Valerie O'Callaghan
Cost	€400

C3

CHILDCARE FETAC LEVEL 6 SUPERVISORY MANAGEMENT AWARD (FETAC LEVEL 6 CERTIFICATION)

This course is aimed at childcare personnel who wish to undertake a supervisory role within the early year's childcare setting. The course will equip you with the necessary knowledge, skills and understanding to successfully undertake independent supervision and co-ordination of all duties within their organisation. This course and its assessment programme are completely work based with all assignments being work related so participants will gain practical hands on knowledge of the skills being learned. The course contains four new modules at level six and students will be able to bring forward two level five modules to complete the course.

FETAC LEVEL 6 Childcare consists of four new mandatory modules.

- » Child Development
- » Early Childhood Programmes
- » Supervision in Childcare
- » Social and Legal Issues in Childcare

The modules offered for the 2009/2010 academic year are Early Childhood Programmes and Supervision in Childcare

Time	Autumn Tuesday and Thursday 7.00-10.00pm
Duration	2 academic years
Cost	€400 per module

C4

DISABILITY AWARENESS (FETAC LEVEL 6 COMPONENT CERTIFICATE)

This module has been developed to enhance the knowledge and understanding of disability by all professionals who work with people with disabilities. The module looks at what is disability and gives the learner an in-depth understanding of the impact of disability on the individual and society. It examines legislative provision and services available to people with disabilities. Finally it examines how people with disabilities are accommodated in education, training and the workplace.

Time	Autumn and Spring Monday 7.00-9.00pm
Duration	24 weeks
Tutor	Valerie O'Callaghan
Cost	€400

C5

TEACHING ASSISTANT SKILLS (FETAC LEVEL 6 COMPONENT CERTIFICATE)

This is a level 6 module which is designed for the person who, having completed level 5 Childcare or equivalent, wishes to further equip themselves to enter the Primary School classroom as an assistant. This course provides all current special needs assistant with a valuable in-depth knowledge of the primary school sector.

This course is based on practical experience and work done over the year and the experience gained from working with children in the primary school sector. This course requires all students to complete two school terms, (24 weeks), of work experience within a primary school.

THIS COURSE IS VERY COMPREHENSIVE AND COVERS THE FOLLOWING AREAS:

- » National & Legal Requirements
- » Support the Delivery of the National Curriculum
- » Management of Student's Behaviour

Time	Autumn Thursday 7.00-9.00pm
Tutor	Patricia O Donovan
Duration	1 academic year
Cost	€400

C6

SPECIAL NEEDS ASSISTANT (FETAC LEVEL 6 COMPONENT CERTIFICATE)

This module is designed to ensure enhancement of both the personal and professional development of the person working within the area of special needs. It will support the learner in developing an in-depth understanding of the legislative changes that have occurred to ensure accessibility and equal opportunities for all children with special needs when entering the educational system in Ireland. This module includes areas such as observational skills when working with special needs children, the primary school curriculum and the importance of music, visual arts and drama when working with special needs children. It will be necessary to be working in a primary school with a special needs child to complete the assignments or to be able to access work experience with a special needs child.

Time	Autumn and Spring Wednesday 7.00-10.00pm
Duration	1 academic year
Tutor	Patricia O'Donovan
Cost	€400

PSYCHOLOGY AND COUNSELLING

D1 THE PSYCHOLOGY OF HUMAN GROWTH AND DEVELOPMENT (FETAC LEVEL 5 COMPONENT CERTIFICATE)

Students participating on this course will study patterns of human development at different stages of the life cycle (from childhood to old age). This course aims to raise awareness of how to relate appropriately and effectively to people of differing ages and with differing needs. Thus it may be of help to those who are involved in caring for individuals or groups. It is also aimed at the individual who is interested in the whole area of human psychology.

Time	Autumn Thursday 7.00-10.00pm
Duration	1 academic year
Tutor	Gerard Fleming
Cost	€400

D2 BASIC COUNSELLING THEORY AND GROUP WORK

This course will introduce students to the basic theories of counseling and group work. There will be both theoretical and practical approaches to the course. Lectures and group work will be the main methods of learning. This course will be of interest to those who wish to receive a foundation in theory and practice with a view to further studies in the counseling and caring professions.

Time	Autumn and Spring Wednesday 7.00-10.00pm
Duration	20 Weeks
Tutor	Gerard Fleming
Cost	€300

D3

PSYCHOLOGY FOR OLDER PEOPLE

This course is directed mainly for the older adult wishing to look at and discuss issues that arise during middle to late adulthood. The subject matter will include health and wellbeing and the psychological process of reaching and enjoying middle to late adulthood.

Participants require no previous experience but should have reached an age that makes the subject matter relevant and have enough curiosity to take a more detailed look at the subject.

Time	Autumn and Spring Wednesday 4.00–6.00pm
Duration	10 weeks
Tutor	Gerard Fleming
Cost	€150

D4

SPORT PSYCHOLOGY

This course is designed for both coaches and athletes interested in the area of sport psychology or mental training. It is designed to demonstrate the importance of psychology in sporting performance and to give an insight into how certain psychology skills (motivation, confidence, concentration, communication, self-talk, imagery) can be incorporated into sport's training and coaching. Topics covered include motivation, goal setting, confidence, concentration, developing a positive coaching philosophy, dynamics of team performance and team building.

Time	Autumn and Spring Thursday 7.00pm -9.00pm
Duration	10 weeks
Tutor	Kevin Clancy
Cost	€150

MUSIC, WRITING AND DRAMA

M1 MUSICIANSHIP FOR BEGINNERS

This course is aimed at music enthusiasts who wish to become knowledgeable in the fundamentals of music literacy. Participants will acquire an understanding of music vocabulary and basic notation. This course will develop practical skills in the area of rhythm, melody and harmony. Practical musicianship skills will also be developed with a particular focus on the recognition of common time signatures, major and minor chords and elementary melodic notation.

Time	Autumn and Spring Tuesday 7.00 – 9.00pm
Duration	10 weeks
Tutor	Noel Barrett
Cost	€150

M2 CREATIVE WRITING

One's ability to write with an artistic flair can be hugely improved by examining the other creative arts. It is for this reason film, poetry, music and art will play a large part in providing inspiration during these creative writing classes. The practice of 'Object-Diving' will also be incorporated into these classes, an exercise which stimulates the five senses – sight, sound, smell, touch and taste – and encourages imaginative writing.

Time	Autumn and Spring Monday 7.00 – 8.30pm
Duration	10 weeks
Tutor	Carrie McKeown
Cost	€150

M3 ACTING (BEGINNERS)

A fun and creative introduction to acting and improvisation. Students will explore various practical acting techniques that help to bring works from the page to the stage. Confidence, creativity and artistic instincts are developed through fun acting games and exercises.

Time	Autumn and Spring Wednesday 7.30-9.30pm
Duration	10 weeks
Tutor	Jon Whitty
Cost	€150

M4 ADVANCED ACTING COURSE

Explores essential techniques for the actor and how to develop them. A practical, enjoyable and creative course that aims to give students the tools to be the best actor they can be. It includes practical work to develop imagination, instinct and spontaneity. Techniques covered include Chekovian, Method and Stanislavakian approaches and exercises.

Time	Autumn Thursday 7.30-9.30pm
Duration	1 academic year
Tutor	Jon Whitty
Cost	€375

GARDENING AND HORTICULTURE

G1 ROYAL HORTICULTURAL SOCIETY GENERAL CERTIFICATION IN HORTICULTURE (CERTIFICATE)

The course has 100 years experience in certification. This course provides a nationally recognised qualification, for those wishing to pursue a professional career. The course is also suited to dedicated amateur gardeners. This is a two-year course which will cover

- » Basic plant structure
- » Plant physiology
- » Soil and growing media
- » Weeds, pests, diseases
- » Plant propagation
- » Vegetable and fruit production

Time	Autumn 1st year is offered on Monday 7.00-9.00pm 2nd Year is offered on Monday 7.00 -9.00pm
Duration	2 academic years
Tutor	Joe Croke, Elaine O'Brien & George Murphy
Cost	€600 per year. (This includes examination fees for 2nd years)

G2 FUN WITH FLOWERS (BEGINNERS)

Put the power back into your petals with this fun course exploring the art and creativity of floristry. Seasonal arrangements for the home, church or special occasion. Suited to complete beginners and those wanting to improve their hobby skills. No pressure, just petals. No fuss, just fun. Materials not included.

Time	Autumn and Spring Wednesday 7.00-9.00pm
Duration	10 weeks
Tutor	Malcolm Kitt
Cost	€150

G3 FLORISTRY THEORY AND PRACTICE (LEVEL 5 FETAC COMPONENT CERTIFICATE)

This course is aimed at all those wanting to develop their commercial floristry skills, whether it is to join the profession, for their own pleasure, arranging flowers at home, for hobbyists or career florists. This is a comprehensive but entertaining journey from the floral basics (wiring, hand-tied) through to the creative arts of wedding and funeral floristry. Students will cover corsages to the colour wheel, cascading bouquets and crescent bouquets through both practical and theory work. Materials not included.

Time	Autumn Thursday 7.00–9.00pm
Duration	1 academic year
Tutor	Jill O’ Keeffe and Malcolm Kitt
Cost	€400

G4 FLORISTRY COURSE (FULL FETAC LEVEL 5 CERTIFICATE)

This is a two year full FETAC level 5 certificate in professional floristry. Topics covered will range from practical techniques, including wedding and funeral work, to artistic and botanical knowledge of flowers, plants and design. The course also includes customer and retail skills modules and work experience. The course is best suited to trainee florists or those seeking core skills on which to build a floristry career. Creative hands and minds are required with enthusiasm for 2-4 hours self directed learning per week. The course comprises of eight modules, four being covered each year of the course. Coláiste Stiofáin Naofa is a member of the Society of Floristry.

Interviews will take place at 7pm on 16th September.

Time	(only 10 weeks in Autumn term) Tuesday 5.00pm-9.30pm Thursday 7.00-9.00pm
Duration	2 academic years
Tutor	Jill O’Keeffe and Malcolm Kitt
Cost	€1,300 per year, includes all materials



GREEN ENERGY

This course focuses on health benefits to the body, mind and soul of introducing/encouraging natural and sustainable living to our stressed and busy lives.

Covering topics such as energy boosts from certain plants in the home and workplace, environment friendly house management e.g. composting, encouraging wildlife to our back yards, to education on our natural heritage including our native flora and fauna.

Time	Autumn and Spring Wednesday 7.00-9.30pm
Duration	8 weeks
Tutor	Elaine O'Brien
Cost	€150

INFORMATION TECHNOLOGY AND COMPUTERS

11 COMPUTERS FOR THE TERRIFIED

Terrified of computers? Then we have the course for you! This introductory computer class is conducted in a relaxed environment allowing you to learn at your own pace.

Main areas covered:

- » Starting, turning on and off the computer
- » Opening and closing files
- » Using the mouse
- » Typing
- » Changing the appearance of text (formatting)
- » E-mail and Internet

At the end of the course students will have the option to continue their studies in the Computers for the Less Terrified class. Students can choose a night that is suitable for them.

Time	Autumn and Spring, Monday, Tuesday or Wednesday 7.00-9.00pm
Duration	10 weeks
Tutor	Phil O' Kelly(Mon) Alan White (Tue) Phil O' Kelly (Wed)
Cost	€150

12 COMPUTERS FOR THE LESS TERRIFIED

This course is aimed at students who wish to develop their basic skills in Microsoft. Completion of the [Computers for the Terrified](#) course would be beneficial, though not necessary.

Main areas covered include:

- » Tabs and Tables
- » File Management
- » Clip Art
- » E-Mail and Internet

Time	Autumn and Spring Wednesday 7.00-9.00pm
Duration	10 weeks
Tutor	Pat O' Driscoll
Cost	€150

13

CERTIFICATE IN COMPUTERS FOR THE LESS TERRIFIED

Students who successfully complete the course will get a FETAC Level 4 component certificate in Information Technology. This course covers the following topics

- » Understanding how the computer works
- » File Management
- » Internet & E-Mail
- » Word Processing
- » Inputting data and ways of using the keyboard

Time	Autumn and Spring Monday 7.00-9.00pm
Tutor	John O'Connor
Duration	12 weeks
Cost	€160

14

E-MAIL AND THE INTERNET

This course gives the learner the relevant skills to use the Internet as a means of research and communication. Students will become familiar with the World Wide Web and how to navigate it. By the end of the course learners will also be able to send and receive e-mails and attachments.

Students should have a basic knowledge of computers.

Time	Autumn and Spring Tuesday 7.00 - 9.00pm
Duration	6 weeks
Tutor	Mairead O'Carroll
Cost	€100

15

WORD PROCESSING (FETAC LEVEL 5 COMPONENT CERTIFICATE)

This module is designed to enable the learners to develop their word processing skills, understanding and application of word processing software and file management techniques. Topics covered include applications, text processing, tabs and tables, mail merge labels and word processing features.

Time	Autumn and Spring Monday 7.00-9.00pm
Duration	12 weeks
Tutor	Michelle Buckley
Cost	€ 160

16

ECDL EUROPEAN DRIVING LICENCE (CERTIFICATION)

ECDL - The European Computer Driving License is the European-wide qualification which enables people to demonstrate their competence in computer skills. ECDL is designed specifically for people who wish to gain a basic qualification in computing. The seven modules that make up the ECDL programme are:

- » Basic concepts of IT
- » Using the computer and managing files
- » Word processing
- » Spreadsheets
- » Database
- » Presentation
- » Information and communication

A working knowledge of computers is needed to get maximum benefit from this course.

Time	Monday or Wednesday 7.00-10.00pm
Duration	1 academic year
Tutor	Carmel Collins (Monday) Anne Conboye (Wednesday)
Cost	€600

17

COMPUTER AIDED DRAUGHTING (2D) ECDL CAD

AutoCAD is the most widely used CAD package in both education and industry. It is increasingly an important aspect of the engineering, architectural, design and manufacturing industry. This course is designed to give the learner a good working knowledge of the software and its role as a design tool. The first ten weeks are an introductory course with the option to continue a further ten weeks and obtain ECDL CAD. This award enables individuals to certify their current core skills and produces a foundation for further studies or professional development. A good knowledge of the Windows working environment is essential. Exam fee (separate) includes training manual and disk.

Time	Autumn Wednesday 7.00 – 9.00pm
Duration	1 academic year
Tutor	Ella Daly
Cost	€600

18

AUTO CAD 2D (CITY AND GUILDS LEVEL 2 4353-01)

In this course you will develop basic draughting skills using a computer aided draughting package. Course content includes safety, system software, preparing the CAD system, co-ordinate entry, editing drawing, object construction, using layers, hatching, using templates, saving and printing drawings. Assessment includes 2 practical examinations and a multiple choice exam.

Time	Autumn Tuesday 6.45pm-9.45pm
Duration	1 academic year
Tutor	Ella Daly
Cost	€600

19

DIGITAL PHOTOGRAPHY (BEGINNERS)

Have you bought a digital camera but feel you are not getting the most out of it? Or do you just want to find out about the basic principles of photography?

This course will cover both technical and practical/creative aspects of digital photography such as:

- » **Camera Basics**
(types of digital cameras.)
- » **Camera Modes**
(aperture priority, manual, landscape, sports.)
- » **Digital Imaging**
(cropping, colour adjustments, uploading images etc.)
- » **Everyday Shooting**
(finding interesting subjects and how to shoot them)
- » **Composition**
- » **Lighting**
- » **Black and White**

Time	Autumn and Spring Tuesday 7.30-9.30pm
Duration	10 weeks
Tutor	Holger Huber
Cost	€150

110

PHOTOSHOP (BEGINNERS - GRAPHIC DESIGN)

This course consists of an introduction to the basic features of Photoshop.

This includes:

- » Becoming familiar with the interface
- » Exploring layers
- » Using various tools and tool options e.g. paint, type and selection tool
- » Cropping an image

By the end of the 10 weeks you will be able to create and manipulate a range of images. Students can develop their skills further in the Photoshop Intermediate course.

Time	Autumn and Spring Wednesday 7.00-9.00pm
Duration	10 weeks
Tutor	Ingrid Swan
Cost	€150

111

PHOTOSHOP FETAC (IMAGE PROCESSING FETAC LEVEL 5 COMPONENT CERTIFICATE)

Still not sure if you're getting the most out of Photoshop? This course dispels the myths and mysteries of this application and provides a comprehensive tour of all the features that make this programme the best image editing package available.

Course content includes:

- » Different selection of methods including magic wands, masks, paths, channels etc.
- » Colour rectification using a variety of tools including levels, curves and the content of the image adjustment menu.
- » Realistic photomontage using layers, filters and the tips and tricks of the toolbox.
- » Working in different modes, resolutions and interacting with other applications.

The course is presented as a series of related practical tutorials each week including restoring and colourising old photographs, special effects, designing striking graphics, creating perspective, lighting effects and depth of field etc. It will also look at the issue copyright, image harvesting and related topics. Suitable for all levels of experience.

Time	Autumn Tuesday 7.00-9.00pm
Duration	1 academic year
Tutor	John O'Sullivan
Cost	€400

111

PC ASSEMBLY & MAINTENANCE WITH BASIC NETWORKING (FETAC LEVEL 5 COMPONENT)

Anyone taking this course needs no previous experience in computer assembly or repair, although, a basic knowledge of computer usage is an advantage.

Some of the main topics covered in this course:

- » Computer Assembly
- » Operating System Installation
- » Computer Maintenance
- » Troubleshoot common hardware and software problems
- » Setting up a peer to peer network
- » Basic network security

Time	Autumn Wednesday 7.00–10.00pm
Duration	22 Weeks
Tutor	John O Connor
Course Fee	€450

112

WEB DESIGN FOR BEGINNERS

Yes, this is beginner's web design but it is not "Web Design for Dummies", or for those who simply want to do a little drag-and-drop design work in Dreamweaver. This course will equip you with an excellent understanding of the basic building blocks of the modern website. You will learn to write well-formed, valid semantic XHTML (yes - this means you will be writing code), style your site using CSS, and if we have time learn a little JavaScript and maybe even PHP.

By the end of the course you will have written your own website. You will understand each element of each page and how the site works as a whole. This site will be hosted and accessible online and you will learn to use FTP to administer and update your site's files.

Time	Autumn Wednesday 7.00–9.30pm
Duration	15 weeks
Tutor	Gerard Keohane
Cost	€320

RADIO BROADCASTING AND SOUND TECHNOLOGY

R1 SOUND ENGINEERING AND PRODUCTION (FETAC LEVEL 5 COMPONENT CERTIFICATION)

This course will introduce students to professional audio, music technology and computer based recording and composition.

The course will include modules such as:

- » Live Sound
- » Studio and live recording
- » Analogue and digital audio technology
- » Mixing, editing and signal processing
- » ProTools and Garage Band
- » Sound for Film and Television

Time	Autumn Monday (first year students) Tuesday 7.00 – 9.00pm (second year students)
Duration	2 academic years
Tutor	Rupert MacCarthy-Morrogh
Cost	€400 per year

R2 RADIO PROGRAMME PRODUCTION (FETAC LEVEL 5 COMPONENT CERTIFICATION)

This course aims to cover all aspects of training to work in a modern, competitive radio environment including: Voice and Speech Development, commercial announcing and writing, digital audio production, both on and off site (visit a working production studio) voice overs, delivery styles, disc jockey / talk show host - show timing, programme formats, your radio personality, developing your on-air-skill, producing, developing topics for use on-the-air, interview format, news broadcasting and writing, news policy and procedures, the business of radio. Ratings, station surveys, music research, JNLR radio market report and career development.

Time	Autumn Wednesday 7.00 – 9.00pm
Duration	1 academic year
Tutor	Mick Mulcahy
Cost	€400

R3

TV AND VIDEO PRODUCTION (FETAC LEVEL 5 COMPONENT CERTIFICATION)

This practical course provides an introduction to the fascinating field of TV and Video Production. Guided by a professional TV Director, students will acquire key skills including, camera use and lighting, sound recording, editing and production administration. Industry focused, the course will prepare students for a wide range of careers in Broadcast TV and Video production, including Director, Producer, Production Manager, Camera Operator, Editor and Script Supervisor.

Time	Autumn Tuesday 7.00 – 9.00pm
Duration	2 Academic years
Tutor	Donogh P MacCarthy-Morrogh
Cost	€400 per year

HOLISTIC AND ALTERNATIVE THERAPIES

H1 ITEC DIPLOMA IN HOLISTIC MASSAGE (CERTIFICATION)

This course is the foundation course for ITEC complementary therapy courses. It provides students with skills and techniques along with personal qualities and attitudes to become qualified massage therapists. Places are limited.

Course content:

- » Anatomy and physiology
- » Holistic massage
- » Professional conduct
- » Business awareness

This course will run every Tuesday and Thursdays nights commencing on the 15th September 2009.

Time	Autumn Tuesday and Thursday 6.30-10.00pm
Duration	1 academic year
Tutor	Bre O' Connell/ Brendan Lynch
Cost	€1,200(This includes examination fees)

H2 ITEC DIPLOMA IN REFLEXOLOGY (CERTIFICATION)

This course will teach the fundamentals of treating the whole person but especially on painful or weak parts of the body through manipulation of points in the hands and feet. This treatment is BÜPA, VHI and VIVAS approved.

IMPORTANT: STUDENTS WHO WISH TO TAKE THIS COURSE MUST HAVE AN ITEC, CIBTAC, OR CIDESCO DIPLOMA IN ANATOMY AND PHYSIOLOGY AND BUSINESS AND PROFESSIONALISM, COPIES OF WHICH MUST BE SUBMITTED WITH YOUR APPLICATION. STUDENTS WHO WISH TO TAKE THIS COURSE MUST HAVE AN ITEC STUDENT NUMBER OR HAVE COPIES OF ORIGINAL DIPLOMAS FROM OTHER AWARDING BODIES.

Time	Autumn Monday 7.00 – 10.00pm
Duration	1 academic year
Tutor	Anne Ryan
Cost	€600 (This includes examination fees)

H3

ITEC DIPLOMA IN INDIAN HEAD MASSAGE (CERTIFICATION)

This course offers students a professional qualification in Indian Head Massage. Participants are required to be qualified in anatomy and physiology. Students will undertake five case studies. Examinations consist of a theory paper, a practical examination and case studies. Practical elements includes massage of upper back, neck, arms, head and face. Theory includes Ayurveda(Indian system of healing), Chakras, Physiology of the Upper Body, the Hair and Holistic approach. Materials needed are towel or wrap. Course notes are supplied.

IMPORTANT: STUDENTS WHO WISH TO TAKE THIS COURSE MUST HAVE AN ITEC, CIBTAC, OR CIDESCO DIPLOMA IN ANATOMY AND PHYSIOLOGY AND BUSINESS AND PROFESSIONALISM COPIES OF WHICH MUST BE SUBMITTED WITH YOUR APPLICATION

Time	Autumn Wednesday 7.00–10.00pm
Duration	1 academic year
Tutor	Mary O' Dowd
Cost	€600 (This includes examination fees)

H4

PEACE OF MIND HEALING

This course explores how the mind works, its attributes and how our thinking affects the body through fear, anger, grief, worry and other emotions. Chinese and Ayurvedic medicine is used to explain our energy systems (channels and chakras). Western psychology is used to explain how we learn our habits and behaviour patterns and how these effect us.

Emphasis will be placed on:

- » The function of acupoints for physical relief, mental and emotional clearing, and how to identify which acupoints to use.
- » Activation of acupoints and energy systems through touch, massage and presence techniques.
- » Achieving peace of mind and how to recover quickly when it is disturbed.

Time	Autumn and Spring Tuesday 7.00 – 9.00pm
Duration	10 Weeks
Tutor	Brian O' Dowd
Cost	€200

The practice of yoga enables you to enjoy higher energy levels, improved immunity, more restful sleep, better digestion, greater range of movement, a stronger body, a calmer mind and a more positive outlook on life. Hatha yoga teaches us to balance our lives through the practices of breathing, posture (Asana's), relaxation and meditation.

Time	Autumn and Spring Wednesday 6.30-7.45pm or 8.00-9.15pm
Duration	10 weeks
Tutor	Gillian Mulally
Cost	€100

SPORT AND LEISURE

S1 EXERCISE AND FITNESS (FETAC LEVEL 5 COMPONENT CERTIFICATE)

This course is designed to provide students with a wide range of skills and knowledge in the delivery of safe and appropriate exercise and fitness programmes. There are a number of general aims, including understanding basic human anatomy, fitness assessment, developing skills in exercise to music, resistance training, circuit training, body conditioning and flexibility.

Successful candidates will qualify with a FETAC level 5 component Certificate which enables them to:

- » Work as assistant fitness instructors under the supervision of a qualified instructor.
- » Provide a foundation for further training leading to full qualification as fitness instructors

Time	Autumn Wednesday 6.30-9.30pm
Duration	1 academic year
Tutor	Ken O' Reilly
Cost	€400

S2 GOLF INSTRUCTION FOR BEGINNERS AND IMPROVERS

This course combines classroom tuition at CSN with practical golf instruction at Fota Island Golf Academy. The course is designed so that four classes will take place at CSN and six classes will take place at Fota Golf Academy. PGA professionals Daniel Crowley and Brian Kelleher will explain many aspects of the game which are sometimes overlooked including rules, equipment, driving, putting and much more. They will also ensure that you receive first class personal instruction on all the key areas of your game from the tee to green. If you are new to the game or are simply looking to learn golf and improve your technique this course is a must for you.

Time	Autumn and Spring Monday 7.30 – 9.00pm
Tutors	Daniel Crowley / Brian Kelleher PGA Professionals
Duration	10 weeks
Cost	€200

S3

SPORT PSYCHOLOGY

This course is designed for both coaches and athletes interested in the area of sport psychology or mental training. It is designed to demonstrate the importance of psychology in sporting performance and to give an insight into how certain psychology skills (motivation, confidence, concentration, communication, self-talk, imagery) can be incorporated into sport's training and coaching. Topics covered include motivation, goal setting, confidence, concentration, developing a positive coaching philosophy, dynamics of team performance and team building.

Time	Autumn and Spring Thursday 7.00pm -9.00pm
Duration	10 weeks
Tutor	Kevin Clancy
Cost	€150

S4

NUTRITION FETAC (FETAC LEVEL 5 COMPONENT CERTIFICATE)

This module is designed to provide the learner with knowledge of the composition of food and an understanding of how food affects an individual's personal well-being. The topics that will be covered include a break down of the composition of food, nutrition and health, looking and the recommendations for some medical conditions, nutrition, exercise and food labelling.

Time	Autumn Monday 7.00-9.00pm
Duration	1 academic year
Tutor	Louise O'Mahony
Cost	€400

PRACTICAL COURSES



CAR MAINTENANCE

This is a basic practical course that deals with routine problems when maintaining and servicing your car. If you've ever wondered what exactly goes on under the bonnet of your car, then this is the course for you.

Time	Autumn and Spring Tuesday 7.00-9.30pm
Duration	8 weeks
Tutor	Damian Collins
Cost	€120

L1

INTRODUCTION TO LAW IN IRELAND

Are you interested in Law? Coláiste Stiofáin Naofa is pleased to offer this introductory programme to this fascinating subject which affects all of us in our daily lives. The course is suitable for anyone with an interest in legal matters. The programme is flexible and informal and attracts a varied student profile, ranging from the curious to those who are considering applying for a more formal course and would like to get a preview of the subject before making a final decision with regard to further study.

The topics covered are:

- » Understanding the legal system
- » Constitutional Law
- » Criminal Law
- » Family Law
- » Tort Law
- » Consumer Law

The chosen topic will be selected by class agreement.

Time	Autumn
	Monday 7.30-9.30pm
Tutor	Mairead O'Carroll
Duration	20 Weeks
Cost	€320

>>> continued on next page

L2

UNDERSTANDING IMPRISONMENT (FETAC LEVEL 5 COMPONENT CERTIFICATE)

If you have an interest in the criminal justice system as it applies to imprisonment this may be the course for you.

‘Understanding Imprisonment’ is a level 5 module and covers the following areas of study:

- Unit 1 The Prisoner
- Unit 2 Prison Regime
- Unit 3 Prison Management
- Unit 4 Prison Welfare
- Unit 5 Effects of Imprisonment

Time	Autumn and Spring Monday 7.00 - 9.00pm
Duration	15 weeks
Tutor	Colm O’Herlihy
Cost	€350

AFTERNOON COURSES

N1 PSYCHOLOGY FOR OLDER PEOPLE

This course is directed mainly for the older adult wishing to look at and discuss issues that arise during middle to late adulthood. The subject matter will include health and wellbeing and the psychological process of reaching and enjoying middle to late adulthood.

Participants require no previous experience but to have reached an age that makes the subject matter relevant and have enough curiosity to take a more detailed look at the subject.

Time	Autumn and Spring Wednesday 4.00–6.00pm
Duration	10 weeks
Tutor	Gerard Fleming
Cost	€150

N2 COMPUTERS FOR THE TERRIFIED

Terrified of computers? Then we have the course for you! This introductory computer class is conducted in a relaxed environment allowing you to learn at your own pace.

Main areas covered:

- » Turning on and off the computer
- » Opening and closing files
- » Using the mouse
- » Typing
- » Changing the appearance of text (formatting)
- » E-mail and Internet

At the end of the course students will have the option to continue their studies in Computers for the Less Terrified

Time	Autumn and Spring, Tuesday 4.00 – 5.45pm
Duration	10 weeks
Tutor	Mairead O Carroll
Cost	€150

N3

COMPUTERS FOR THE LESS TERRIFIED

This course is aimed at students who wish to develop their basic skills in Microsoft. Completion of the **Computers for the Terrified** course would be beneficial though not necessary.

Main areas covered include:

- » Tabs
- » Tables
- » File Management
- » Clip Art
- » E-mail and Internet

Time:	Autumn and Spring Thursday 4.00-5.45pm
Duration	10 weeks
Tutor	Mairead O' Carroll
Cost	€150

N4

E-MAIL AND THE INTERNET

This course gives the learner the relevant skills to use the Internet as a means of research and communication. Students will become familiar with the World Wide Web and how to navigate it. By the end of the course learners will also be able to send and receive E-mails and attachments

Time	Autumn and Spring Wednesday 3.30-5.30pm
Duration	8 Weeks
Tutor	Michelle Buckley
Cost	€100

N5

ACTIVE PULSE THEATRE GROUP

Active Pulse theatre group was formed seven years ago to bring drama to older people. Over the years the group has presented a number of plays, written by the members, in theatres in the city and county.

The group meets on Wednesday afternoons from 2.30pm. The classes are of a very informal nature and no previous experience of theatre work is necessary.

There is no fee for these classes.

Anyone interested in joining should contact Kathleen at 0214358520 or Terry at 0214544046.

COURSES OFFERED BY THE DEPARTMENT OF ADULT AND COMMUNITY EDUCATION

The department offers the following courses by day:

FOUNDATION COURSE WITH JUNIOR CERTIFICATE

If you are returning to education after a long absence this maybe the course for you. This course is designed to allow the learner to study and learn at a gentle pace.

LEAVING CERTIFICATE FOR ADULTS

If you are interested in finding out more about this new approach to the Leaving Certificate for adults please contact the Adult Education Office at Coláiste Stiofáin Naofa.

ACCESS WITH BUSINESS

This is a two year course leading to a FETAC LEVEL 5 award in Business Studies. It is ideally suited to the mature adult returning to education and offers areas of study such as business, computers and communications.

ACCESS WITH DESIGN

This is a two year course aiming to develop a beginners artistic and creative potential. Students are encouraged to explore a wide range of design and fine art based techniques. Students progress to a FETAC Level 5 award. Areas of study include drawing, design, printmaking, colour studies, mixed media and more!

ACCESS WITH SOCIAL STUDIES

The course can be of two years duration with a complete award at FETAC level 5. Students study areas such as sociology, social studies, the psychology of human growth and development, child development, word processing and communications.

ACCESS TO CULTURAL AND HERITAGE STUDIES (HISTORY/ENGLISH)

This programme is designed for students with an interest in Irish culture and tradition. If you enjoy reading, visiting historic sites, watching television documentaries and are eager to know more about Ireland's rich cultural heritage, then this is the course for you.

**PUBLIC MEETING FOR THE ABOVE 6 COURSES
WILL BE HELD IN THE COLLEGE ON:**

WEDNESDAY 9TH SEPTEMBER 2009 AT 11.00AM

SHORT TERM COURSES

SHORT TERM COURSES STARTING JANUARY & APRIL

The college offers two short term courses for the adult who would like to try a selection of different subjects over a five week period. The courses run three mornings and the following subjects may be offered: computers, psychology, business, english, design, history and drama. Ring the college in early January for details.

NIGHT COURSE REGISTRATION FORM

Please complete in BLOCK CAPITALS

COURSE DETAILS

COURSE NAME

NIGHT (CIRCLE ONE) Mon Tues Wed Thurs Afternoon

TIME

TERM (CIRCLE ONE) Autumn Spring

PERSONAL DETAILS

NAME

ADDRESS

PHONE (LANDLINE)

PHONE (MOBILE)

E-MAIL

DATE OF BIRTH

PPS NUMBER

To receive concessions a photocopy of documentation to show which social welfare payment you are in receipt of, or an old age pension, must be presented at time of registration and not at a later date.



NIGHT DEPARTMENT
COLÁISTE STIOFÁIN NAOFA
TRAMORE ROAD
CORK

DESIGN BY MARIA COSTELLO
GRADUATE OF GRAPHIC DESIGN
AT COLÁISTE STIOFÁIN NAOFA
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