



**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 2011 - 2012

### ENROLMENT

Enrolment for courses is open at present online at [www.csn.ie](http://www.csn.ie),  
or by phone, by post or at reception during office hours.

The office will be open until 7pm on **Tuesday 20th September**  
and **Wednesday 21st September** for enrolment.

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**COLÁISTE STIOFÁIN NAOFA**  
**COLLEGE OF FURTHER EDUCATION**  
**TRAMORE ROAD, CORK**  
**Telephone 021 496 1020**

## 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 twenty years. 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.

#### Enrolment for Autumn courses on:

1. Online at [www.csn.ie](http://www.csn.ie), by post, by phone or at the college during office hours from July 2011.
2. Late night registration on 20th and 21st September 2011 until 7pm.

All classes start the week of Monday 3rd October 2011 unless otherwise stated.

#### Enrolment for Spring courses on:

1. Online at [www.csn.ie](http://www.csn.ie), by post, by phone or during office hours from December 2011.

#### The night school is closed on the following dates:

31st October 2011 - 4th November 2011  
 12th December 2011 - 6th January 2012  
 13th February 2012 - 17th February 2012  
 17th March 2012  
 2nd April - 13th April 2012

## 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. THIS CAN ONLY BE GIVEN AT THE TIME OF REGISTRATION.

## 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. Modular details available on [www.fetac.ie](http://www.fetac.ie).

### 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.

### NATIONAL COUNCIL FOR EXERCISE AND FITNESS (N.C.E.F.)

The N.C.E.F. Provide comprehensive education and training for exercise and health fitness professional instructors in Ireland.

\* Further information on all their courses is available on [www.ncefinfo.com](http://www.ncefinfo.com)

\* The N.C.E.F. courses are all accredited by the University of Limerick.

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36	CAR MAINTENANCE	14	CHILDCARE SUPERVISORY MANAGEMENT (FETAC Level 6) also on Thursdays
20	COMPUTERS FOR THE TERRIFIED also on Wednesdays	8	CROCHET
20	CERTIFICATE IN COMPUTERS FOR THE LESS TERRIFIED	24	DIGITAL PHOTOGRAPHY
32	CRYSTAL AND COLOUR HEALING	7	DRESS-MAKING (BEGINNERS)
8	DRAWING & PAINTING	19	FLORISTRY
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34	GOLF INSTRUCTION FOR BEGINNERS AND IMPROVERS	31	PEACE OF MIND HEALING
18	HORTICULTURE	25	PHOTOSHOP
10	INTERIOR DECORATING	9	PORTFOLIO PREPARATION
7	INTRODUCTION TO LAW IN IRELAND	27	SOUND ENGINEERING AND PRODUCTION (Second year)
37	INTRODUCTION TO THE IRISH CRIMINAL JUSTICE SYSTEM	21	SOCIAL MEDIA, BLOGGING AND SHOPPING ONLINE
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33	EXERCISE AND FITNESS	14	CHILDCARE SUPERVISORY MANAGEMENT (FETAC Level 6)
7	FASHION DESIGN & COLOUR (INTRODUCTION)	7	CRAFT OF WOODTURNING also on Tuesdays
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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	€120

## A2 CRAFT OF WOODTURNING

To learn the craft of woodturning and the safety aspects surrounding the use of woodturning lathes. Practice of rounding their first piece of wood to making an item made of different turned components. This piece will be designed, detailed and manufactured by the student. Cost includes softwood for each student and there are only 6 places on this course ensuring individual attention for each student.

Time	Autumn and Spring Thursday 7.00 - 9.00pm
Duration	8 weeks
Tutor	Cecil Whitford
Cost	€220

## 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, Tuesday and Wednesday 7.00 - 9.00pm
Duration	10 weeks
Tutor	Mary Hackett
Cost	€130

## 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	€130

## 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	€120

## A6 DRAWING AND PAINTING

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. Create texture using glazes and a variety of techniques are covered with still life etc.

Time	Autumn and Spring Monday 4.30 - 6.30pm (FETAC L4) 7.00 - 9.00pm (Leisure) Thursday 7.00 - 9.00pm (FETAC L4)
Duration	12 weeks
Tutor	Paul Larocque
Cost	€160

### A9 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. Some materials are provided.

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

### A10 BEADED JEWELLERY (BEGINNERS)

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 Thursday 7.00 - 9.00pm
Duration	8 weeks
Tutor	Rosemary Murphy
Cost	€120

### A11 ADVANCED BEADED JEWELLERY

Learn to make intricate beads, necklaces and bracelets using different stitch, wire and metal techniques. Sew a peyote rope, St. Petersburg and Herringbone pieces as well as do looming and chain maille. Fire a metal clay piece. Put your creativity into practice . . . have fun . . . relax. All you need is to have the basics and experience.

Time	Autumn and Spring Monday 7.00 - 9.00pm
Duration	10 weeks
Tutor	Rosemary Murphy
Cost	€120

### A12 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	€150

### A13 INTRODUCTION TO FASHION DESIGN & COLOUR FETAC LEVEL 5 COMPONENT CERTIFICATE (LEVEL5)

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. 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	€450

**A14 THE ART OF FASHION ILLUSTRATION (BEGINNERS)**

The aim of this course is to introduce you to The Art of Fashion Illustration. Using a variety of mixed media, such as pencil, paint, chalk and collage. You will also develop an understanding of design concepts, colour theory, drawing techniques, and textures. You will explore the use of mood boards to help facilitate your Art of Fashion Illustration.

This course involves some practical work during class.

Time	Autumn and Spring Tuesday 7.00 - 9.00pm
Duration	8 weeks
Tutor	Dorothy O’Riordan
Cost	€120

**A15 INTRODUCTION TO PRODUCT DESIGN**

It is intended that students will have an appreciation of the design process for manufacture. The course will concentrate on model making and students can then translate their piece into plastic (sheeting). Students will learn about design principles, drawing to scale, using a craft knife and metal ruler.

Time	Autumn and Spring Thursday 7.00 - 9.00pm
Duration	8 weeks
Tutor	Aoife Browne
Cost	€120

**BUSINESS AND THE WORKPLACE**

**B1 HEALTH & SAFETY IN THE WORKPLACE  
FETAC LEVEL 5 COMPONENT CERTIFICATE**

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	€400

# CHILD CARE

## C1 CHILD CARE (FULL FETAC LEVEL 5 CERTIFICATE)

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. Further details on modules are available on [www.fetac.ie](http://www.fetac.ie) or from the college.

### MODULES OFFERED ON TUESDAY EVENINGS ARE AS FOLLOWS:

- Childhood Education Ann McAuliffe
- Special Needs Valerie O'Callaghan
- Communications and Work Experience Michelle Buckley
- Working in Childcare Gobnait Burke

### MODULES OFFERED ON THURSDAY EVENINGS ARE AS FOLLOWS:

- Child Development Ann McAuliffe
- Caring for Children Alexandra Masterson
- Occupational First Aid Valerie O'Callaghan
- Arts and Crafts for Children Valerie O'Callaghan

### WEDNESDAY / OCTOBER MIDTERM / FEBRUARY MIDTERM

- Occupational First Aid

Time	Autumn Tuesday and Thursday 7.00 - 10.00pm
Duration	2 academic years. 2 modules per night
Cost	€200 per module

Classes start on the 27th and 29th of September, please ring the college for further details and an application form for childcare course. An information meeting will take place on Tuesday 20th September at 7pm for level 5 modules and 8.30pm for level 6 modules.

## C2 CHILD CARE FETAC LEVEL 6 SUPERVISORY MANAGEMENT AWARD (FETAC LEVEL 6 CERTIFICATE)

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 2011/2012 academic year are Child Development and Social and Legal Issues in Childcare.

Time	Autumn Tuesdays Child Development 7.00 - 10.00pm Thursdays Social and Legal Issues 7.00 - 10.00pm
Duration	2 academic years (2 modules per year)
Cost	€380 per module

### C3 TEACHING ASSISTANT SKILLS

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 - 10.00pm  
 Tutor Patricia O'Donovan  
 Duration 1 academic year  
 Cost €380

### C4 SPECIAL NEEDS ASSISTANT

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  
 Wednesday 7.00 - 10.00pm  
 Duration 1 academic year  
 Tutor Patricia O'Donovan  
 Cost €380

## PSYCHOLOGY AND COUNSELLING

### D1 PSYCHOLOGY AND 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 - 9.00pm  
 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 - 9.00pm  
 Duration 20 Weeks  
 Tutor Gerard Fleming  
 Cost €300

# MUSIC, WRITING AND DRAMA

## M1 ACTING (BEGINNERS)

A fun and creative introduction to acting and improvisation. Participants 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	€130

## M2 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	10 weeks
Tutor	Jon Whitty
Cost	€130

# GARDENING AND HORTICULTURE

## G1 ROYAL HORTICULTURAL SOCIETY LEVEL 2 CERTIFICATE IN THE PRINCIPALS OF HORTICULTURAL

The Level 2 certificate in horticulture is a broad ranging course which covers numerous aspects of gardening and horticultural techniques, including basic plant growth and propagation, lawn care, vegetable and food production, garden design etc. Offering an internationally recognised qualification for those who choose to sit and pass the exam at the end of the second year. It is suitable both for the keen amateur and professional horticulturists. No previous qualification or training is necessary to attend.

RHS Qualifications are internationally recognized, for both professional horticulturists and keen gardeners. The Level 2 qualification is suitable for the interested amateur and can provide a route into the horticultural profession, it can support career development for those already working in the field of horticulture or it can provide a foundation for further learning or training. No previous training or qualifications are needed to attend the course.

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	Elaine O'Brien, George Murphy & Eoin O'Husa
Cost	€550 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 Thursday 7.00 - 9.00pm
Duration	10 weeks
Tutor	Malcolm Kitt
Cost	€130

## 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 Wednesday 7.00 - 9.00pm
Duration	1 academic year
Tutor	Jill O' Keeffe and Malcolm Kitt
Cost	€400

# INFORMATION TECHNOLOGY AND COMPUTERS

## I1 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 or Wednesday 7.00 - 9.00pm
Duration	10 weeks
Tutor	Phil O'Kelly (Mon) Phil O' Kelly (Wed)
Cost	€120

## I2 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

**13 EMAIL 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 Wednesday 3.30 - 5.30pm
Duration	8 weeks
Tutor	Ella Daly
Cost	€120

**14 SOCIAL MEDIA, BLOGGING & SHOPPING-ON-LINE**

This course is an introduction on how to use Social Media for personal and business use, covering – Twitter, Facebook, LinkedIn, Blogging, Shopping safely on-line, YouTube, Skype training and using PayPal.

Facebook is the single biggest social networking site on the Internet; we will teach you how to use Facebook Personal and Business accounts, setting up shops on Facebook etc. We will show you how to use PayPal for buying and selling. We will give you confidence and teach you everything you need to know about Twitter and Blogging. Using Skype we teach you how to make calls or use the chat facility to contact people or businesses around the world. On line shopping - don't trust online shops or worried about entering you card details online? On this exciting course we teach you about online shopping and how to shop safely online. Using YouTube for personal and business purposes.

Time	Autumn and Spring Tuesday 7.00 - 9.00pm
Duration	8 weeks
Tutor	Alison Collins
Cost	€120

**15 ECDL EUROPEAN DRIVING LICENCE CERTIFICATE**

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	Autumn Monday 7.00 - 10.00pm
Duration	1 academic year
Tutor	Carmel Collins
Cost	€500

**16 WORD PROCESSING FETAC LEVEL 6**

This module is designed to enable learners gain an in-depth knowledge of word processing software and enables them to develop their word processing skills to an advanced level.

The course will incorporate the following: Application Management Techniques, Document Management Techniques, Macros, Templates and Forms, Layout, Tables and Graphics and Advanced Mail Merge. Learners will also develop the skills of personal initiative and resourcefulness, good work practices in relation to the use of the computer, printer and materials.

Time	Autumn Thursday 7.00 - 9.00pm
Duration	1 academic year
Tutor	Alison Collins
Cost	€400

**17 INTRODUCTION TO 2D AUTO CAD 2011**

This course is designed to introduce participant to working in a 2D CAD environment. This is a very popular software used in many different areas such as design, architecture and engineering. It will teach students how to create and modify drawing using various toolbars. Class work is designed to familiarise participant with various commands such as: draw, modify, hatch, edit, text, blocks, plotting and saving. The course is aimed at those looking to pursue a career in design or to improve computer skills. No experience of CAD is necessary. Basic computer skills an advantage.

Time Autumn and Spring  
 Tuesday 7.00 - 9.00pm  
 Duration 8 weeks  
 Tutor Ella Daly  
 Cost €120

**18 INTRODUCTION TO 3D AUTO CAD 2011**

This course is designed to introduce participant to working in a 3D CAD environment. Various commands will be used to create 3D objects: Solid Models, Surface Meshes and Wireframe construction. Class work is designed to build on 2D skills providing participant with basic skills required for working in 3D. It will also cover setting up 3D views and presenting drawings. Good knowledge of 2D CAD is essential.

Time Autumn and Spring  
 Wednesday 7.00 - 9.00pm  
 Duration 8 weeks  
 Tutor Ella Daly  
 Cost €120

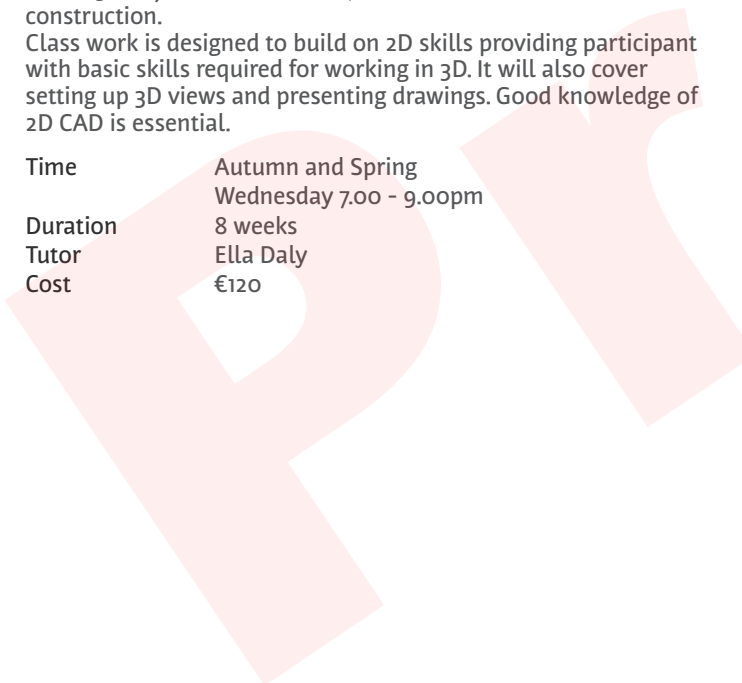
**19 DIGITAL PHOTOGRAPHY (BEGINNERS)**

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 7.00 - 9.00pm  
 Duration 8 weeks  
 Tutor Ray Terry  
 Cost €120



**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	€130

**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

**112 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	1 academic year
Tutor	John O Connor
Course Fee	€400

**113 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	€300

# 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 7.00 - 9.00pm (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	Peter O'Neill
Cost	€400

## R3 TV AND VIDEO PRODUCTION (FETAC LEVEL 5 COMPONENT CERTIFICATE)

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 Wednesday 7.00 - 9.00pm (Year 1) Tuesday 7.00 - 9.00pm (Year 2)
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. Holistic massage techniques will be taught to enable students to provide treatments for relaxation and stress relief.

#### Course content:

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

Time	Autumn Tuesday 6.30 - 10.00pm and Thursdays 7.00 - 10.00pm (10 Weeks)
Duration	1 academic year
Tutor	Bre O'Connell/ Brendan Lynch
Cost	€1,000 (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 BUPA, VHI and VIVAS approved.

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

Time	Autumn Monday 7.00 - 10.00pm
Duration	1 academic year
Tutor	Mary O'Dowd
Cost	€500 (This includes examination fees)

### H3 ITEC DIPLOMA IN INDIAN HEAD MASSAGE

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 Casestudies. 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 ITEC 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	€500 (This includes examination fees)

### H4 OCCUPATIONAL FIRST AID (FETAC LEVEL 5 COMPONENT CERTIFICATION)

This course equips you with the skills and knowledge necessary to provide and co-ordinate first aid in the workplace. The topics covered are: first aid in an accident, understanding first aid, initial diagnosis and general treatment, first aid skills and health and safety legislation.

Time	Autumn and Spring Wednesday 7.00 - 10.00pm
Duration	8 Weeks
Tutor	Sharon Murphy
Cost	€200

**H5 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	8 Weeks
Tutor	Brian O' Dowd
Cost	€120

**H6 CRYSTAL AND COLOUR HEALING**

Crystals have been used for millennia to heal and bring balance. They work with resonance and vibration. Crystals work holistically, working on the physical, emotional, mental and spiritual levels of being. Everything, our bodies, the earth, even the universe is composed of energy organised in crystalline patterns.

Colour plays a vitally important role in our lives. Healing with colour has been used in many forms throughout history. Although different cultures have assigned different attributes to each colour, its effects are universal. With colour we can change our bodily response patterns and restore harmony in our lives.

This course is hands-on with major emphasis on:

- The chakras, organs, endocrine system and how Crystals and colour affect them.
- Developing an intuitional approach to the use of crystals and colour.
- Personality, mental and emotional attributes of colour and crystals.
- Where to place crystals and colour on or around the body for maximum benefit.
- The use of crystals and colour in our environment.

Time	Autumn and Spring
	Monday 7.00 - 9.00pm
Duration	8 Weeks
Tutor	Brian O' Dowd
Cost	€120

## 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 CERTIFICATE IN EXERCISE AND HEALTH FITNESS  
(CEHF) CONVERSION COURSE

This intensive course is suitable for persons who are updating their present instructor qualifications or who have completed the FETAC Level 5 Exercise and Fitness module or equivalent. Contact [w.keenan@csn.ie](mailto:w.keenan@csn.ie) for further details.

This course qualifies instructors to teach exercise to music, step aerobics, circuits, body conditioning and resistance training. It also equips the instructor with the skills to assess fitness levels and design appropriate fitness programs. This qualification is accredited by the University of Limerick and is awarded at Level 6 on the National Framework of Qualifications. Further details are available at [www.ncefinfo.com](http://www.ncefinfo.com).

Time	Autumn and Spring Tuesdays and Thursdays 6.30pm - 9.30pm
Duration	1 academic year
Tutor	Wendy Keenan and NCEF accredited tutors
Cost	€1,400

## S3 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
Duration	10 weeks
Tutor	Daniel Crowley / Brian Kelleher PGA Professionals
Cost	€200

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	Geoff Wales
Cost	€400

## S5 YOGA

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. Students increase their knowledge of posture and flow, as well as strength, flexibility, endurance and breath control.

Time	Autumn and Spring Yoga Beginners Wednesday 6.30 - 7.45pm Yoga Intermediate Wednesday 8.00 - 9.15pm
Duration	10 weeks
Tutor	Mary O'Sullivan
Cost	€100

## PRACTICAL COURSES

## P1 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 Monday 7.00 - 9.30pm
Duration	8 weeks
Tutor	Damian Collins
Cost	€120

# LAW AND HISTORY

## L1 INTRODUCTION TO THE IRISH CRIMINAL JUSTICE SYSTEM

This course is suitable for those who have an interest in crime in Ireland and who wish to learn more about the different and somewhat complex components that make up the Irish Criminal Justice System.

It is suitable for complete beginners and will also afford a preview of Criminal Law in Ireland before making a final decision with regards to further study.

Time	Autumn and Spring Monday 7.30 - 9.30pm
Duration	8 weeks
Tutor	Aoife Whitford
Cost	€120

## 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	€300

## L3 TRACING FAMILY HISTORY

Begin a voyage of self-discovery!

The course will outline sources stretching from the Pipe Roll of Cloyne to the Census Returns of 1911. There will be special emphasis on how these can be interpreted to enable you to add to your knowledge of your own family history. The course will also place our subject in a setting of local and social history so as to broaden our understanding of our past and our origins. Finally, the importance of putting your work into a format that will give it a lasting value will be highlighted.

Time	Autumn and Spring Thursday 7.00 - 9.00pm
Duration	8 weeks
Tutor	Richard Forrest
Cost	€120

## L4 ARCHAEOLOGY FOLKLORE

Exploring the Mysteries, Myths & Traditions of Ancient Ireland  
This 10 week night class is designed for people who have an interest in Archaeology, Folklore, History and all aspects of Irish culture and tradition. Each class will deal with a different aspect of Ireland’s incredibly rich cultural heritage and in an entertaining and enjoyable manner, allow participants to fully appreciate their relevance and place in the Ireland of today.

Topics will include:

- Celtic Mythology
- Ancient Irish Manuscripts
- Fairy Belief in Ireland
- Prehistoric Archaeology
- Megalithic Tombs
- Aspects of Folk Life
- Celtic Monasticism
- Irish Sagas and Tales
- The Aran Islands
- The Brehon Laws

Time	Autumn and Spring Tuesday 7.00 - 9.00pm
Duration	8 weeks
Tutor	Shane Lehane
Cost	€120

# AFTERNOON COURSES

## N1 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	Ella Daly
Cost	€150

## N2 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	Ella Daly
Cost	€100

# NIGHT COURSE REGISTRATION FORM

PLEASE COMPLETE IN BLOCK CAPITALS

## COURSE DETAILS

COURSE NAME .....

NIGHT (CIRCLE ONE) Mon Tues Wed Thurs Afternoon

TERM (CIRCLE ONE) Autumn Spring

## PERSONAL DETAILS

NAME .....

ADDRESS .....

PHONE (MOBILE) .....

DISCOUNT (Please tick box) Social Welfare  O.A.P

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.





PROOF

NIGHT DEPARTMENT  
COLÁISTE STIOFÁIN NAOFA  
TRAMORE ROAD  
CORK