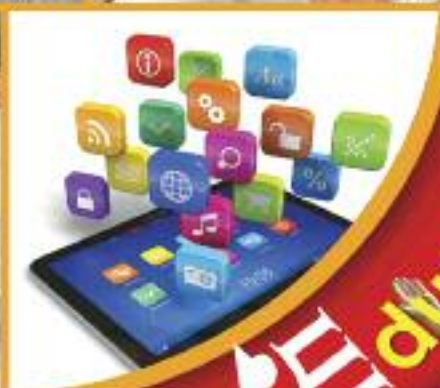




*"Opening Minds, Creating Futures"*



**Education**

**Evening**



**AUTUMN  
PROGRAMMES  
2015**

## **EVENING COURSE PROSPECTUS**

Enrol Online at [www.mallowcollege.ie](http://www.mallowcollege.ie)  
and receive a €10 discount.

# Evening Education Graduation 2104





# Welcome.....

Welcome to Mallow College of Further Education (MCFE) and thank you for taking time to read through the Evening Education prospectus for autumn 2015. A wide range of programmes are on offer, varying from accredited and general interest programmes available every autumn and spring. The programmes on offer are adapted each term to suit the needs and interests of learners and industry. The programmes enable learners to develop new skills in a specific area which can aid future employments. MCFE values the importance of education and for autumn 2015 the theme is “Opening Minds, Creating Futures”. Paramount to the success of MCFE is the building of strong relationships between learners, tutors and local community groups/organisations.

Recognising both the dynamic and complex nature of the challenges and opportunities presented in the workplace, we strive, not just to respond to them, but to anticipate them. The vision for the Evening Education Department is to continue forging links with industry and developing programmes that aid local industry needs and create opportunities for learners to develop new skill sets. MCFE boasts two campuses with a wide variety of modern high quality facilities, which creates the ideal environment for teaching and learning.

We have a number of new programmes available for autumn 2015 and have revised a number of our existing programmes. For many, enrolling on evening courses represents the start of a new journey and can be an exciting challenge if you are returning to education for the first time in many years. MCFE is committed and possesses experienced staff that guide and assist you in that journey whether your challenge is to pursue a professional qualification or a new hobby.

Registrations can be made in a number of ways with online being the preferred method. Furthermore why not follow MCFE on Facebook and Twitter and receive regular updates on new programmes being offered. You are just a click away from changing your future, so visit us at [mallowcollege.com](http://mallowcollege.com). We look forward to meeting you at MCFE during the forthcoming term, and we wish you all the best in your pursuit of education.

Warm Wishes

*John Healy*

**John Healy**  
Director of Adult Education

## Evening Education Department Team

<b>Principal</b>	Denis Healy
<b>Director of Adult Education</b>	John Healy
<b>Assistant Director of Adult Education</b>	Marie Buckley
<b>Administrator</b>	Helen Blake

## Information/Enrolment Evening

All programmes up to 12 weeks in duration will also run in Spring 2016. Information/Enrolment for Evening Education Programmes for Autumn 2015 will take place on Monday 7th of September 2015 from 7:30 to 9pm at the Mallow College, Annabella Campus.

### **Start Dates for Autumn 2015 are as follows:**

Monday Programmes September 28th

Tuesday Programmes September 29th

Wednesday Programmes September 30th

## Facilities in MCFE

MCFE campus location - Mallow College Campus Annabella

The campus is equipped with highly qualified facilities to ensure high standards of education for teaching and learning. The campus contains numerous computer rooms, hair and beauty salons, canteen as well as free on-site parking, with easy access to both bus and train.

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## Enrolment Options

You may choose the following options when enrolling for a programme:

**Programmes commence week beginning September 28th 2015.**

### **Online (Preferred) Receive a €10 Discount:**

Register online for the programme of your choice at [www.mallowcollege.ie](http://www.mallowcollege.ie)

### **Enrolment at Information Evening:**

An information/enrolment evening with tutors available will take place on **Monday 7th of September 7:30 to 9pm at the Mallow College, Annabella Campus.**

### **By Post:**

Complete an application form and payment by cheque, bank draft or postal order. Please make payable to **Cork ETB**

Return applications to: Director of Adult Education Mallow College, Annabella, Mallow, Co. Cork.

### **By Phone**

Call the office from 9am to 3pm Monday to Friday on 022-43030 or email [eveningeducation@mallowcollege.ie](mailto:eveningeducation@mallowcollege.ie)

## Terms and Conditions

- Students are expected to supply their own materials
- Formation of classes depends on sufficient demand.
- **Exam Fees** (where applicable) are not included in course fee.
- The times/duration of courses may vary at Directors discretion.
- If a class is not formed fees will be returned without demand or transferred to another course by request. Where a class is formed, fees will be strictly non-refundable.
- It is the responsibility of the participant to inform themselves of the course content, course duration, etc.
- The Director reserves the right to refuse or terminate participation in a class.
- Cars parked on college grounds at owner's risk.
- Information provided about a course is intended as a guide only and the Director reserves the right to alter classes as appropriate.
- All cheques must be made payable to "Cork ETB".
- The contents of the prospectus are for information purposes, changes may be made to syllabi or fees at any time.
- All fees must be paid for before classes commence
- Students cannot attend a class without an official receipt
- Fees published in this booklet are tuition fees only, except where otherwise indicated. Some validating bodies charge separate registration / examination fees. Please refer to their respective websites. (See back of Booklet).

## Discounts Available

- €10 discount if you enrol online
- \*Social Welfare 20% reduction in tuition fees
- \*Old Age Pension €10 reduction in tuition cost
- \*Proof of Social Welfare and OAP to be included with application
- \*Social Welfare discounts only available to individuals in receipt of full job seekers allowance/benefit, disability allowance or one parent family payment.
- \*20% discount given to individuals who are on a CE scheme
- \*Proof of CE scheme required
- \*Mallow College day time students get 50% discount on non QQI courses
- \*Valid Mallow College ID required
- Module discount of 15% if 2 modules for the same FETAC/QQI course are undertaken

## Refund Policy

Refund Policy Programme Cancellation For a programme to commence it is necessary to enrol a minimum number of participants. If this number is not reached the programme will be cancelled. Participants will be notified and a full fee refund will be processed. Any fees paid by cash are refunded by cheque and will require some time to process.

### Viable Programmes

All other programmes must remain viable and be self-financing; therefore, NO REFUNDS, under any circumstances, are available once a programme commences. We regret we cannot entertain any other requests for refunds. Once a programme commences participants cannot defer their place on that programme to another term. It is the responsibility of the participants to inform themselves of the programme commencement date, content, programme duration, etc.

### Important

In all cases fees must be paid before classes commence. Under no circumstances can learners attend a class without an official receipt. Applications received after the commencement date of a programme will only be accepted at the sole discretion of the Adult Education Department.

### Programme Deferrals

Unfortunately, we cannot facilitate applicants who wish to defer a registered place, either before or after a programme commences, to another term. See Refund Policy. Property Responsibility cannot be accepted for the loss or damage to the property of the learner. Class Cancellation/ Rescheduling Due to unforeseen circumstances e.g. teacher illness; a class may be cancelled and rescheduled to another date. If sufficient notification has

been received by the college, a text message will be issued to all learners registered on the programme advising them of the change. A cancelled class will usually be rescheduled to the week following the last week of the programme, at the normal time and day. However where this is not possible another date will be selected. On rare occasions it may be necessary to reschedule a class because of a bank holiday.

## Certificates of Attendance

Certificates of Attendance will be provided to learners where a learner has at least 70% attendance on the programme.

## QQI/FETAC Programmes

On 6 November 2012, Quality and Qualifications Ireland (QQI) was established as a new integrated agency (replacing the Further Education and Training Awards Council, the Higher Education and Training Awards Council and the National Qualifications Authority of Ireland and incorporating the functions of the Irish Universities Quality Board).

QQI is responsible for the external quality assurance of further and higher education and training (including English language provision) and validates programmes and makes awards for certain providers in these sectors.

QQI is also responsible for the maintenance, development and review of the National Framework of Qualifications (NFQ).

Since its establishment, QQI has been progressing the development of its qualifications and quality assurance services. In May 2013, QQI rolled out a Comprehensive Policy Development Programme through a number of large public events and an extensive consultation process.

Through MCFE learners will complete prescribed assignments and assessment and/or exams in order to receive the relevant FETAC/QQI awards. Results for all QQI/FETAC assessment will be posted to respective learners in June of each year, with a graduation ceremony taking place with a later in the year.

## Painting & Drawing for Beginners

Tuesday 7.00 to 9.00pm //Duration: 10 Weeks • Start Date: September 29th 2015

Venue: Mallow College, Annabella

Tuition Fee: €130 // Accreditation: Certificate of Attendance

### Learner Profile

This programme is suitable for individuals with no previous knowledge of art and who wish to develop their artistic and sketching skills through a variety of mediums in a relaxed and supportive setting.

### Programme Description

- Develop observation skills working from still life using various pencils
- Understanding basic drawing techniques such as shape/form/texture/composition
- Knowing your medium (oil paint / water colour / pastels / charcoal) learn the different properties and create a

finished work of art

- Having completed this programme, Learners will have an overall understanding of the creative process and complete a selection of original art works
- This programme may progress onto the 'Advanced Painting' programme at MCFE
- Certain basic drawing materials will be required and acrylic paints will be used.



## Advanced Painting

Wednesday 7.00 to 9.00pm //Duration: 10 Weeks • Start Date: September 30th 2015

Venue: Mallow College, Annabella

Tuition Fee: €130 // Accreditation: Certificate of Attendance

### Learner Profile

This programme is suitable for individuals who wish to further develop their artistic skills and explore the process of creating art on a more intensive level. Learners will receive tuition that is based on their individual artistic goals and abilities.

### Programme Description

- Observation: Learners will have the opportunity to further develop their observational skills and use these abilities to visually record their observations on paper
- Painting: A thorough exploration of different methods of using paint and instruction in the understanding of various painting mediums and their individual qualities.
- Colour Theory: An investigation into the nature of colour and light
- Drawing: Advanced drawing techniques using pencil, charcoal, and ink
- Introduction to further education in art, funding bodies and art workshops

Open class discussions throughout the programme on work in progress. This programme serves as an excellent gateway to the QQI/FETAC LEVEL 5 modules in 'Painting and Drawing'

## Sewing

Wednesday 7.15 to 9.15pm //Duration: 10 Weeks • Start Date: September 30th 2015

Venue: Mallow College, Annabella

Tuition Fee: €130 // Accreditation: Certificate of Attendance

### Learner Profile

This programme is suitable for individuals who wish to develop their skills in dressmaking with a view to making and altering their own clothes. The programme is suitable for beginners and those with basic sewing experience.

### Programme Description

- Learn about the different parts of your machine: threading, inserting bobbins, trouble shooting etc.
- Alterations: shorten trousers etc.
- How to take measurements
- Fabric preparation: how to lay and cut out pattern pieces
- Sewing techniques: seams, darts, zips,

buttonholes, hems, waistbands.

- Garment construction and finishing: learners are invited to make and finish basic trousers.

*\*Please note:  
You will be  
required to  
bring your own  
sewing machine  
to this class.*



## Absolute Beginner Guitar

Monday 7.00 to 8.30pm //Duration: 10 Weeks • Start Date: September 28th 2015

Venue: Mallow College, Annabella

Tuition Fee: €90 // Accreditation: Certificate of Attendance

### Programme Description

This programme is suitable for individuals who wish to learn the basics of learning to play the guitar. This course is intended as an introduction to guitar. All students must supply their own guitar.



## Irish Tin Whistle & Flute for Beginners

Wednesday 6.30 to 8.00pm //Duration: 10 Weeks • Start Date: September 30th 2015

Venue: Mallow College, Annabella

Tuition Fee: €95 // Accreditation: Certificate of Attendance

### Learner Profile

This programme is suitable for individuals who wish to learn the basics of learning to play the Irish Tin Whistle or Traditional Irish Flute.

### Programme Description

Do you love Irish Traditional Music? By the end of this 10 week course you will be able to play some Irish tunes and have an understanding of great music.



## Irish Tin Whistle & Flute for Improvers

Wednesday 8.00 to 9.30pm //Duration: 10 Weeks • Start Date: September 30th 2015

Venue: Mallow College, Annabella

Tuition Fee: €95 // Accreditation: Certificate of Attendance

### Learner Profile

This programme is suitable for those who have taken their first steps in learning to play the Irish Tin Whistle or Flute and would like to progress.

### Programme Description

Want to learn more challenging Irish dance music and tunes? If you have completed “Irish Tin Whistle / Flute for Beginners”, then you have the basic knowledge you require for this course.

## Flower Arranging

Wednesday 7.00 to 9.00pm //Duration: 8 Weeks • Start Date: September 30th 2015

Venue: Davis College, Summerhill

Tuition Fee: €100 // Accreditation: Certificate of Attendance

### Programme Description

Have fun with flowers and decorate your home with creative flair. No fuss, easy to make arrangements (a new arrangement every night) in traditional & modern styles. Using flowers, foliage & everyday materials (not included in course, student supplied). Suitable for beginners and anyone who wishes to improve their skills.



## First Steps in Digital Photography

Tuesday 7.30 to 9.30pm //Duration: 10 Weeks • Start Date: September 29th 2015  
Venue: Mallow College, Annabella  
Tuition Fee: €130 // Accreditation: Certificate of Attendance

### Learner Profile

This course is suitable for individuals who wish to acquire skills and knowledge in digital compact cameras.

### Programme Description

The course involves a practical introduction to the key functions that are used to photography and are available on most digital cameras. Photography composition guidelines

are also covered to increase the balance and impact of your photographs. The second half of the course covers retrieval and storage of your

photographs from your camera. Finally image manipulation techniques are explored to further enhance your photography.



## Bridge for Beginners

Monday 7.15 to 9.15pm //Duration: 10 Weeks • Start Date: September 28th 2015  
Venue: Mallow College, Annabella  
Tuition Fee: €130 // Accreditation: Certificate of Attendance

### Learner Profile

This programme is suitable for individuals or partnerships with little or no previous knowledge of the game of bridge and who wish to explore a hobby that will be both fun and challenging.

### Programme Description

Develop an understanding of the fundamentals of the game of bridge from a student's perspective, to having the ability to play both for fun or

at a competitive level.

Bridge is a wonderful way to improve your mental well being as it stimulates the brain and enriches your physical health.

Bridge is fun, is a social game and an excellent way to make new friends.

Unlike other sports, you can take this game up as a child and play it with the enthusiasm when you reach 90 or indeed you can take the game up at 90!



## Bridge for Improvers

Wednesday 7.15 to 9.15pm //Duration: 8 Weeks • Start Date: September 30th 2015

Venue: Mallow College, Annabella

Tuition Fee: €110 // Accreditation: Certificate of Attendance

### Learner Profile

This programme is suitable for individuals or partnerships to have a complete understanding of ACOL bridge together with the ability to compete at club level.

### Programme Description

This class is the second in the series and is designed to follow on from Bridge for Beginners course. It will cater for people who have played for a while and need to brush up their knowledge and use of ACOL system. Each lesson deals with a different subject. Comprehensive notes will be provided



## Garden Design QQI/FETAC Level 5 Award

Tuesday 6.30 to 9.30pm //Duration: 12 Weeks • Start Date: September 29th 2015

Venue: Mallow College, Annabella

Tuition Fee: €240 // Accreditation: QQI/FETAC Level 5 Minor Award in Garden Design 5N2551

### Learner Profile

This module is aimed at individuals who wish to gain a full FETAC level 5 in Horticulture. Suitable for those who wish to learn the principles of garden design and apply it to their own garden. The tutor will work with Learners, to facilitate them to design their garden to cater for their own interests and lifestyle.

### Programme Description

Surveying and assessing your garden, microclimate and soil.

A place to relax, A play space for kids, A kitchen garden, A herb garden, An outdoor room, A wildlife garden!

Garden styles - being inspired by the past, creating a mood.

Design starting points-scale; space; form; texture; tone; balance harmony; repetition; and the use of colour.

- Choosing materials
- Designing with plants
- Building a framework with trees and shrubs
- Layering a border, infill shrubs, flowers and ground cover
- Plants for places.
- Plants for seasonal interest
- Lighting and furnishing your garden





## Fruit & Vegetable Gardening

Wednesday 7.00 to 9.00pm //Duration: 8 Weeks • Start Date: September 30th 2015

Venue: Mallow College, Annabella

Tuition Fee: €100 // Accreditation: Certificate of Attendance

### Learner Profile

This course is suitable for beginners and seasoned growers!

### Programme Description

A comprehensive guide to growing your own fruit and vegetables, from soil

preparation through to harvest. With plenty of gardening tips!



## Creative Writing

Tuesday 7.00 to 9.00pm //Duration: 8 Weeks • Start Date: September 29th 2015

Venue: Mallow College, Annabella

Tuition Fee: €100 // Accreditation: Certificate of Attendance

### Learner Profile

This programme is aimed at individuals who wish to develop a story idea into a working script.

### Programme Description

This course is a warm, gentle introduction to writing creatively for people of all levels of experience. We'll take a look at the techniques often used by actors and writers to enhance their creativity, and put them into practice so that the process of having an idea, picking up a pen and beginning to write becomes enjoyable and effortless. Stimulate their imagination to produce your story and edit/shape their writing.



## Writing Popular Fiction

**New**

Wednesday 7.00 to 9.00pm // Duration: 10 Weeks • Start Date: September 30th 2015

Venue: Mallow College, Annabella

Tuition Fee: €130 // Accreditation: Certificate of Attendance

### Learner Profile

This 10 week program is suitable for all individuals who wish to learn about the craft of writing popular fiction (e.g. thriller, sci-fi, fantasy, romance etc.) in a fun and supportive environment. This course will take individuals through the fundamental process of creating a story from start to finish, whether it is a short story or a novel.

5. What is a plot and why does it matter?
6. Characters: Drive your story with emotion
7. What is a writer's voice?
8. World-building: escape to a world of your own creation!
9. The basics of revising/polishing a story
10. Learn about traditional and self-publishing, critique partners, first readers

### Programme Description

1. Explore the fundamentals of storytelling (discuss genres, story length and Point of View)
2. Develop consistent (and realistic) writing habits
3. Dig deep to generate ideas and draft a story
4. Short story vs. novel (what is a scene or chapter?)



## Maths for Adults/Parents

**New**

Tuesday 7.00 to 9.00pm // Duration: 10 Weeks • Start Date: September 29th 2015

Venue: Mallow College, Annabella

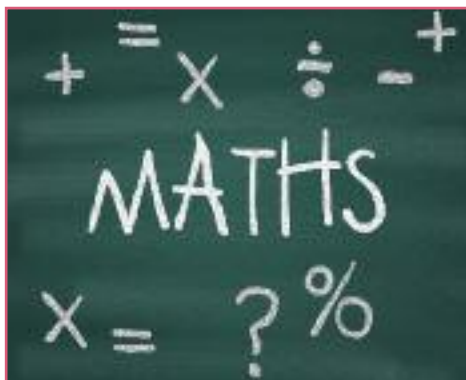
Tuition Fee: €130 // Accreditation: Certificate of Attendance

### Learner Profile

Want to be able to help the kids with maths? This programme is aimed at individuals who wish to develop and learn new maths skills.

### Programme Description

This course is an introduction to basic maths at secondary school level and help parents develop the knowledge to help their children with their homework etc.



## Criminology QQI/FETAC Level 5 Award

New

Tuesday 6.30 to 9.30pm //Duration: 12 Weeks • Start Date: September 29th 2015

Venue: Mallow College, Annabella

Tuition Fee: €240 // Accreditation: QQI/FETAC Level 5 Minor Award In Criminology 5N2107

### Learner Profile

This course is suitable for those interested in the study of crime, the causes of crime, types of crime, punishment, crime prevention, and the fear of crime. It will equip learners with the knowledge and skills to analyse characteristics, effects and consequences of criminal activities and recognise appropriate ways of dealing with criminal matters.

### Programme Description

- Introduction to the history and theory of crime
- Socio and economic factors affecting criminal behaviour

- Key characteristics of a range of crimes e.g. burglary, youth, cyber, organised crime
- The function of society in relation to criminology and crime causation: socioeconomic factors, the media, politics and community
- Drugs and crime
- Criminal Justice system - role of the Gardai, the Prison System, the Probation service, the DPP
- Alternatives to Prison as a form of punishment



## Dog Grooming

### QQI/FETAC Level 5 Award



Monday 6.30 to 9.30pm //Duration: 16 Weeks • Start Date: September 28th 2015

Venue: Mallow College, Annabella

Tuition Fee: €320 // Accreditation: QQI/FETAC Level 5 Minor Award In Dog Grooming 5N0752

### Programme Description

Learners will be able to:

1. Interpret canine, feline and other small animal body language so as to handle, house and groom animals appropriately
2. Explain the cycles of hair and nail growth in a variety of dog breeds and other small animals
3. Apply knowledge of anatomical skin structure and physical skin appearance in animals so as to be able to suggest skin and coat abnormalities
4. Outline potential causes of hair loss and how to deal with them if evident in the grooming facility
5. Explain the correct uses of equipment used in the grooming facility and the appropriate maintenance of such equipment
6. Use information sources, including dog owner, examination and observations of dog, to plan the grooming process including brushing and de-matting, nail and ear care, bathing, drying and clipping, hand stripping and or cutting as appropriate
7. Exercise appropriate handling and restraining of animals during the grooming process
8. Select suitable products and equipment for a variety of animals with differing skin and hair types
9. Use a variety of grooming equipment including grooming table, dryers, brushes, combs, clippers and others.
10. Deal appropriately with the public and their animals
11. Obtain the details required from an owner prior to assuming responsibility for their animal
12. Maintain personal and professional health and safety requirements of a grooming facility including personal protective equipment, safe handling and housing of animals, prevention of transmission of disease and safety, health and hygiene of facility for the benefit of the public.



## Advance Upstyling

**New**

Monday 6.00 to 9.00pm //Duration: 8 Weeks • Start Date: September 28th 2015

Venue: Mallow College, Annabella

Tuition Fee: €165 // Accreditation: Certificate of Attendance

### Programme Description

This course is aimed at students who have four or more years' experience in Hairdressing. The course will provide you with the knowledge and tools to create creative bridal and show stopping up dos. Classes will run for three hours per night over an eight week period to give you time and space to enjoy and learn in small groups. We will cover Bridal for five weeks and show work for three weeks, What will you need? - 2 long training

heads, clips and pins, setting rollers and hair ornamentation of your choice.



## Make Up Techniques

**New**

Wednesday 7.15 to 9.15pm //Duration: 10 Weeks • Start Date: September 30th 2015

Venue: Mallow College, Annabella

Tuition Fee: €130 // Accreditation: Certificate of Attendance

### Programme Description

This programme is an in-depth, fun course for individuals who want to learn basic skincare and Make-Up Techniques to suit their individual style. It is also suitable as an introductory programme for those who may like to get into the make-up industry.



- Theory
- Skin care and Skin Types
- Products and product knowledge and Make Up tools
- Contouring and

- Lighting
- Day/ Evening Make up
- Block eye shadow
- 1940's make up (black flick Red lip)
- Smokey Eye
- Socket line eye shadow

- Bridal Make up
- Lashes

**Please Note Materials Not Included in Price**

## Introduction to Body Massage

Tuesday 7.15 to 9.15pm //Duration: 10 Weeks • Start Date: September 29th 2015

Venue: Mallow College, Annabella

Tuition Fee: €130 // Accreditation: Certificate of Attendance

### Learner Profile

Learn how to develop basic massage techniques with this introductory course.

### Programme Description

This programme gives an insight into Swedish massage including a small theory element with brief

history of the 5 classical massage moves, as well as anatomy/physiology (how the body works). The practical element will include back, legs, arms and chest. Students will be responsible for providing their own towels and massage oil. This is a great

introductory course or simply a way to relax.



## Introduction to Indian Head Massage

**New**

Monday 7.15 to 9.15pm //Duration: 10 Weeks • Start Date: September 28th 2015

Venue: Mallow College, Annabella

Tuition Fee: €130 // Accreditation: Certificate of Attendance

### Learner Profile

Indian Head Massage is a wonderful therapy consisting of simple but effective techniques that not only help to relieve stress but are also relaxing for the mind and the body.

### Programme Description

- In this introductory course learn how to carry out a step by step Indian Head Massage treatment to the upper back, shoulders, upper arms, neck, scalp and face.
- A brief bit of theory on the origins of Indian Head Massage with more emphasis on the practical side of the massage.
- The course will also include how to incorporate Oils into the massage.
- Learn about Chakra Balancing and its

effect on the body.

- Students will work on each other and will experience the benefits and effects this wonderful treatment has to offer.

Students are required to wear comfortable clothing and to bring a large towel and pillow with them for class. Oils will be provided.



## Mindful Living

Monday 6.15 to 7.45pm //Duration: 6 Weeks • Start Date: September 28th 2015  
 Venue: Mallow College, Annabella  
 Tuition Fee: €65 // Accreditation: Certificate of Attendance

### Learner Profile

This programme will show learners how to use mindful living to reduce stress in their own lives, improve confidence and even make it easier to get out of bed in the morning!

### Programme Description

Mindful Living focuses on ways to reduce stress and bring more peacefulness into our lives. Come join us and learn some techniques to live a more mindful life.



## The Enneagram & Personality

Monday 8.00 to 9.30pm //Duration: 6 Weeks • Start Date: September 28th 2015  
 Venue: Mallow College, Annabella  
 Tuition Fee: €65 // Accreditation: Certificate of Attendance

### Learner Profile

This programme is suitable for individuals who wish to explore the 9 personality types of the Enneagram.

strengths and areas of growth needed for each of the 9 personality types. The descriptions offer practical, day to day examples, in a fun, perceptive and respectful manner.



### Programme Description

This course describes the

## Tai Chi

Wednesday 7.30 to 9.00pm //Duration: 10 Weeks • Start Date: September 30th 2015  
 Venue: Mallow College, Annabella  
 Tuition Fee: €100 // Accreditation: Certificate of Attendance

### Learner Profile

This course is suitable for individuals who wish to “Relax, Recharge and Rejuvenate”

### Programme Description

Have more flow and ease in your life. Health, strength, joy and calm are just some of the benefits of Tai Chi practice



## Yoga for Beginners



Monday or Wednesday 6.30 to 7.30pm //Duration: 10 Weeks • Start Date: September 30th 2015  
 Venue: Mallow College, Annabella  
 Tuition Fee: €70 // Accreditation: Certificate of Attendance

### Learner Profile

This course is for everyone. If you want to increase your flexibility, strength, recover from injury, improve your health, relieve stress and change your life

### Programme Description

Many people associate yoga with calm, mellow and serene environments and movements. Students have the option of coming Monday or Wednesday nights.

*Please Note Students Need to Provide Their Own Yoga Mat*



## Yoga for Intermediates



Monday or Wednesday 8.00 to 9.00pm //Duration: 10 Weeks • Start Date: September 30th 2015  
 Venue: Mallow College, Annabella  
 Tuition Fee: €70 // Accreditation: Certificate of Attendance

### Learner Profile

This course is for those who have completed a beginner's yoga course. If you want to increase your flexibility, strength, recover from injury, improve your health, relieve stress and change your life

### Programme Description

Many people associate yoga with calm, mellow and serene environments and movements. Students have the option of coming

Monday or Wednesday nights.

*Please Note Students Need to Provide Their Own Yoga Mat*





## Occupational First Aid QQI/FETAC Level 5 Award

Tuesday 6.30 to 9.30pm //Duration: 10 Weeks • Start Date: September 29th 2015

Venue: Mallow College, Annabella • Tuition Fee: €180

Accreditation: QQI/FETAC Level 5 Minor Award in Occupational First Aid 5N1207

### Learner Profile

This course is suitable for individuals who wish to become certified first aiders in their workplace.

### Programme Description

Topics covered on this course include:

- Head injuries
- Contacting the emergency services
- Unconsciousness
- Examination of casualty
- Fainting
- Diagnosis and principles of treatment
- Recovery position
- Emergency first aid kits - contents
- Epilepsy
- Respiratory emergencies
- Diabetes
- Asphyxia and its causes
- Poisoning
- Asthma
- Fractures
- Choking
- Heart disease
- Sprains, strains and dislocation
- Crush injuries
- Aspirin administration
- Handling spinal injuries
- Cardio-pulmonary resuscitation (CPR)
- Burns and scalds
- Defibrillator / AED



# Introduction to Alternative Therapies



Wednesday 7.00 to 9.30pm //Duration: 12 Weeks • Start Date: September 30th 2015  
Venue: Mallow College, Annabella  
Tuition Fee: €200 // Accreditation: Certificate of Attendance

## Programme Description

This course is ideal for individuals interested in finding out more about Complimentary Therapies which include healing the mind, body and spirit. The program gives an insight into:

- Meditation and Diet, Angels
- Connecting to and healing
- Australian Bush Flowers Essence and Numerology
- Reflexology
- Chakras
- Colours and Crystal Healing
- Aromatherapy
- Integrated energy therapy
- Angel card and souls journey cards.



*For more information  
email: [angelsofthesea@gmail.com](mailto:angelsofthesea@gmail.com)*

# Accounting Technician - Accounting Technicians Ireland (ATI)

**New**

Monday & Tuesday 6.30 to 9.30pm //Duration: 26 Weeks

Tuition Fee: €660

Accreditation: Accounting Technicians Ireland

## Participant Profile

This programme is designed to prepare learners for employment in accounting departments of commercial, industrial or public sector organisations or in the offices of practicing accountants. It provides a valuable qualification in accounting and information skills and membership of Accounting Technician Ireland (ATI), a professional body sponsored by the Institute of Chartered Accountants.

The IATI Programme is an ideal preparation for the pursuit of a career in professional accountancy.

## Programme Description

### Year 1

Monday:	Taxation	6.30pm – 9.30pm
	Financial Accounting	6.30pm – 9.30pm

Tuesday:	Business Management	6.30pm – 9.30pm
	Law and Ethics	6.30pm – 9.30pm

### Year 2

Monday:	Management Accounting	6.30pm – 9.30pm
	Advanced Financial Accounting	6.30pm – 9.30pm

Tuesday:	Integrated Accounting Systems (IAS)	6.30pm – 9.30pm
	Advanced Taxation	6.30pm – 9.30pm

**Please Note modules take place every second week. Cost for single module is €165 per module.**

Please note above price includes extra revision seminars that will take place throughout the year

## Evaluation and Assessment

Examinations – Summer or Autumn sitting

## Entry Requirements

Applicants must hold the Leaving Certificate with a minimum of a Grade D (Ordinary) in at least FIVE subjects including English and Maths or Accounting OR a minimum of Grade D in FOUR Leaving Certificate subjects with at least TWO of these attained at Higher Level.

Applicants seeking an exemption from Year One must have successfully completed ATI Year 1 (at another Centre) or possess an approved equivalent qualification. Mature Learners (over 21) may be exempt from the above academic requirements.

***\*Please note: Separate registration fees, examination fee and fees for manuals will need to be paid to ATI. Please check their website:***

[www.accountingtechniciansireland.ie](http://www.accountingtechniciansireland.ie)

## Institute of Incorporated Public Accountants (IIPA)



Tuesday & Wednesday 6.30 to 9.30pm //Duration: 26 Weeks

Tuition Fee: €800

Accreditation: Institute of Incorporated Public Accountants

The Institute of Incorporated Public Accountants (IIPA) is a “Recognised Accountancy Body” under the terms of the Companies Acts. As a “Recognised Accountancy Body” the IIPA trains, accredits and regulates accountants and auditors. The Institute’s goal is to become the choice for the further development of qualified **Accounting Technicians** who want to enter into audit and accounting practice. The IIPA do this by providing access to high quality, recognised professional accounting training which will allow **accounting technicians** qualify as Professional Accountants more quickly than any of the other Recognised Accounting Bodies and for a lower cost than any other Recognised Accounting Body.

### Programme Outline

#### Professional 2

Auditing  
Financial Accounting  
Advanced Taxation  
Strategic Management

#### Final Admitting Exam

Audit Practice  
Advanced Financial Accounting  
Advanced Management Accounting  
Financial Management

### Entry Requirements

Applicants must have successful completed year 1 and 2 of Accounting Technician Course.

*Please note: Separate registration fees, exemption/examination fees will need to be paid to IIPA. Please check their website*

*[www.iipa.ie](http://www.iipa.ie)*

## Manual & Computerised Payroll QQI/FETAC Level 5 Award

Monday 6.30 to 9.30pm //Duration: 12 Weeks • Start Date: September 28th 2015

Venue: Mallow College, Annabella • Tuition Fee: €240

Accreditation: QQI/FETAC Level 5 Minor Award in Payroll - Manual & Computerised 5N1546

### Learner Profile

This programme is suitable for individuals who wish to acquire the knowledge and skills necessary to maintain payroll records manually and on computer in a small to medium sized organisation.

### Programme Description

- Manual Payroll: gross pay; net annual tax; cumulative, emergency and temporary tax systems; P45, P60, P30, P35; PRSI; refunds; budgets etc.
- Computer Principles: file management functions; range of computerised payroll packages, data accuracy, security and confidentiality; Data Protection Act etc.
- Computerised Payroll: company/employee details; pay frequency; payment types; non-statutory deductions; payroll management reports; print statutory documents etc.
- This programme is based on Thesaurus software usage

## Manual & Computerised Book-keeping QQI/FETAC Level 5 Award

Wednesday 6.30 to 9.30pm //Duration: 12 Weeks • Start Date: September 30th 2015

Venue: Mallow College, Annabella • Tuition Fee: €240

Accreditation: QQI/FETAC Level 5 Minor Award in Book-keeping - Manual & Computerised 5N1354

### Learner Profile

This programme is suitable for individuals with little or no experience of manual bookkeeping and who wish to develop their knowledge and skills to record transactions in a manual and computerised bookkeeping environment, especially within a small business.

### Programme Description

- Preparing: sales/purchase/bank lodgements/bank payments/petty cash books & VAT forms
- Company: create and register
- Setting up: VAT rates/bank accounts/ ledgers; customer/supplier accounts; product details
- Enter Documents: sales/purchase/bank lodgements/bank payments/petty cash/ invoices
- This programme is based on Sage software usage

## Computerised Accounts using Sage Accounts

### QQI/FETAC Level 6 Award



Tuesday 6.30 to 9.30pm //Duration: 14 Weeks • Start Date: September 29th 2015  
 Venue: Mallow College, Annabella • Tuition Fee: €270  
 Accreditation: QQI/FETAC Level 6 Minor Award in Accounts 6N3911

#### Learner Profile

This programme module aims to equip the learner with the knowledge, skills and competence to input, edit and analyse financial data and to produce reports using a computerised accounts package and spreadsheet application in the accounts department of an organisation.

#### Programme Description

- To facilitate the learner to load a computerised accounts package and set up organisation parameters
- To enable the learner to acquire the knowledge and skills to process accounting information and adjustments

into a computerised accounts package

- To enable the learner to export data from an accounts package to a spreadsheet to produce
  - Financial Controls & Final Accounts
  - Accounting Standards, Concepts & Analysis
  - Budgets & Budgeting Controls
  - Sage Accounts

#### Entry Requirements

Students are preferred to have completed QQI Level 5 in a business related area or equivalent

## Taxation

### QQI/FETAC Level 6 Award



Tuesday 6.30 to 9.30pm //Duration: 12 Weeks • Start Date: September 29th 2015  
 Venue: Mallow College, Annabella • Tuition Fee: €240  
 Accreditation: QQI/FETAC Level 6 Minor Award in Accounts 6N4167

#### Learner Profile

This programme is suitable for individuals wishing to acquire the skills and knowledge needed for taxation practices and principles. It will enable participants to work in an administrative capacity in the taxation process working independently or as a supervisor overseeing the work of others. This programme is also ideal for learners looking to progress to higher education and training.

#### Programme Description

- Examine the seven main taxes in Ireland in detail, including Income Tax, PRSI, Capital Gains, Capital Acquisition, VAT, Corporation Tax and Stamp Duty
- Analyse relevant tax returns and records required for a typical business to include online payments
- Research the effect of taxation policy on trade structures
- Detailed reports on a range of pension schemes
- Processes involved in completing annual accounts and tax returns

# Introduction to the Stock Market

Monday 7.00 to 9.00pm //Duration: 5 Weeks • Start Date: September 28th 2015  
 Venue: Mallow College, Annabella • Tuition Fee: €65  
 Accreditation: Certificate of Attendance

## Learner Profile

This course teaches an introduction to the stock market from a general to specific approach. You will develop an investor’s mind set by learning how to discover and research investments with the greatest potential.

completion of the course Learners will have the opportunity of forming an Investment Club to put their newly knowledge to practical use.



## Programme Description

It has a practical focus and features an ongoing stock exchange game. Beginners and experienced investors have found many benefits in the course in the past. On

# Start Your Own Business

Monday 7.00 to 9.00pm //Duration: 8 Weeks • Start Date: September 28th 2015  
 Venue: Davis College, Summerhill • Tuition Fee: €100  
 Accreditation: Certificate of Attendance

## Programme Description

“Do you want to start your own small business?”

As a successful entrepreneur for 23 years,

let me share my advice, practical skills & tips. This course will assist you with lots of information including: Pre-Planning, Set-up, Product Costs, Market Research, Sale & Marketing, Financial aspects, Action & Business Plans.



# Reception Skills and Frontline Office Skills **New**

## QQI/FETAC Level 5 Award

Tuesday 7.00 to 9.30pm //Duration: 12 Weeks • Start Date: September 29th 2015  
 Venue: Mallow College, Annabella • Tuition Fee: €200  
 Accreditation: QQI/FETAC Level 5 Minor Award in Reception Skills 5N1407

### Participant Profile

This programme is suitable for those who wish to equip themselves with the knowledge, skill and competence in the concepts and principles underpinning Reception and Frontline Office Skills.

### Programme Description

- Examine the skills, functions and responsibilities of a receptionist or front line office representative within an organisation
- Explore the range of telecommunications network equipment used within a reception and or front office context, to include, telephone management systems, electronic directories and computer networks
- Source information from the internet, reservation systems, postal services, call and or courier logs and messaging service. Explain a range of telephone communications terms
- Outline aspects of safety and health at work legislation pertaining to working within a reception context including security and emergency procedure requirements
- Identify the process for the flow of information to and from an organisation and sources of reference or information within an organisation
- Plan a reception layout and describe office equipment in the reception area
- Apply a range of communication skills including personal, interpersonal and technological proficiencies using effective tone, pitch, use of voice and body language



- Operate a range of equipment in the reception area to include a telecommunications system, an intercom, pager, a computerised data entry system, electronic diary, photocopier, scanner, fax machine and postal automation equipment
- Produce reception material to include notices, inventory of equipment, stock requisitions, petty cash system, diary, post log, visitors log and telephone messages
- Display a professional approach to receiving visitors, use effective customer service skills, upkeep of visitors log book, use initiative around unexpected visitors and maintain composure when dealing with complaints
- Present a range of documents including order form, invoices and processing travel expenses
- Apply a range of general administrative skills within the reception and or front office context, to include filing, booking and preparing for board meetings or conferences, organising visitors waiting area, arranging appointments, preparing an itinerary, making reservations, providing information to visitors, ordering stationery, dealing with incoming and outgoing postal dispatches and courier services.



# Certificate in News Journalism

Monday 7.00 to 9.00pm //Duration: 10 Weeks • Start Date: September 28th 2015  
 Venue: Mallow College, Annabella

Tuition Fee: €130 • Accreditation: Certified by the Irish Academy of Public Relations

## Learner Profile

This programme is suitable for individuals who wish to develop essential writing skills in order to work in Journalism. It aims to provide learners with the knowledge, skill and ability to produce written copy across a range of writing styles and is certified by the **Irish Academy of Public Relations**.

## Programme Description

- Journalism
- How the media works
- Ethics & Issues
- Use of Language
- News Reporting
- Compiling & Editing Newsletters
- Feature Articles
- Interview Skills



**\*PLEASE NOTE: Exam Fees of €85 are extra and are payable during the term.**

# Certificate in PR and Publicity Skills



Monday 7.00 to 9.00pm //Duration: 10 Weeks • Start Date: September 28th 2015  
 Venue: Mallow College, Annabella

Tuition Fee: €130 • Accreditation: Certified by the Irish Academy of Public Relations

This programme module aims to equip the learner with the knowledge, skill and competence in the role, functions and techniques of Public Relations within a range of contexts.

## Programme Description

- Explore the Public Relations Profession, its main historical origins, definitions, theories, codes of ethics and its application and relevance in modern society
- Examine the Public Relations environments of in-house departments and consultancy and the commonalities and differences in services offered
- Examine and apply the key criteria for developing and managing Public Relations proposals and campaigns, to include, situation analysis, identification of key publics and objectives, selecting relevant activities
- Examine Public Relations Practice to include - media relations, sponsorship, managing events, corporate communications, internal communications, crisis management and public affairs
- Examine and apply media styles and formats, adapting writing skills to various media outlets
- Examine new media and emerging communication channels

**\*PLEASE NOTE: Exam Fees of €85 are extra and are payable during the term.**

## Diploma in Event Management



Tuesday 7.00 to 9.00pm //Duration: 12 Weeks • Start Date: September 29th 2015  
 Venue: Mallow College, Annabella • Tuition Fee: €150  
 Accreditation: Certified by the Irish Academy of Public Relations

Are you a good organiser? Do you enjoy planning? Do you pay attention to the little details that make all the difference? Are you always on the lookout for new ideas?

If so – then perhaps you should consider a career in Event Management. Event management is about organising functions – large ones and small ones. It's about working with caterers and fashion agents and marquee providers. It's about booking bands, clowns and balloons. It's about sourcing flowers made from vegetables, and cakes made from ice. Event management is also about planning and co-ordination. Understanding health and safety legislation. Knowing when you need licences or special permissions. Mostly, Event Management is about making creative ideas come to life and

doing so professionally.

### Programme Description

This Event Management course will teach you about planning and managing an event. It will teach you how to market an event, publicise it, generate interest and attract participants. You will learn about advertising, creating flyers and posters, organising competitions and creating merchandising. You will discover how to check licence requirements, what health and safety regulations you are bound by and what constitutes best practice in Event Management. Finally, you will learn how to evaluate the success of your event in terms of revenue generated, publicity secured and feedback from the audience who attended.

**\*PLEASE NOTE: Exam Fees of €85 are extra and are payable during the term.**

## CV and Interview Skills



Wednesday 7.00 to 9.00pm //Duration: 6 Weeks • Start Date: September 30th 2015  
 Venue: Mallow College, Annabella  
 Tuition Fee: €80 • Accreditation: QQI/FETAC

This course shows how what you say and how you say it can help you stand out from the crowd. An interview is a sales pitch, where you are selling yourself, your skills, your experience, and how you can add value to an organisation, by helping them to achieve their needs. This programme shows how you can understand the needs of the organisation you are applying to, the key outcomes that are expected from the role you are interviewing for and the possible needs

of the interviewer themselves, both blatant and hidden.



## Quality Management Systems, Including Auditing



Monday 7.00 to 9.00pm //Duration: 12 Weeks • Start Date: September 30th 2015

Venue: Mallow College, Annabella

Tuition Fee: €150 • Accreditation: Certificate of Attendance

This course is aimed at individuals who are either involved in a quality role/ function, or for individuals who are looking for careers in quality/ quality management.

### Programme Description

To gain an in-depth understanding of what a quality management system comprises of and the benefits of having ISO 9001:2008 as a business tool to drive continuous improvement. There will also be a strong emphasis on conducting Internal Quality Audits. This course will allow you to conduct audits on quality systems in any industry both public and private, no matter

what size company/ organisation is involved.

- What is Quality versus a Quality System?
- ISO 9001:2008 content
- Quality Manual and other Quality Documentation
- Plan, Do, Check, Act.
- Problem Solving Techniques
- Measurement System Analysis
- Continuous improvement
- ISO 9001:2008 content
- Audit Planning
- Audit reporting.

## Customer Service QQI/FETAC Award



Tuesday 7.00 to 9.30pm //Duration: 12 Weeks • Start Date: September 29th 2015

Venue: Mallow College, Annabella

Tuition Fee: €200 • Accreditation: QQI/Fetac In Customer Service 5N0972

### Learner Profile

This course is suitable for anyone dealing with customers.

### Programme Description

The aim of this award is to equip the learner with the understanding of the value of the customer service discipline as well as knowledge and skills to provide effective customer service within a work, social or voluntary environment, operating independently or as part of a team.

- To enable the learner to explore the role of customer service in organisational effectiveness
- To facilitate the learner to explore the role and responsibilities of a representative of an organisation and work effectively as part

of a team

- To enable the learner to acquire a range of verbal and non-verbal skills in order to meet customer needs, handle customer complaints and deliver good customer care
- To create an awareness of consumer protection legislation, appreciate the rights of all customers regardless of gender, marital status, family status, sexual orientation, religion, age, disability, race or culture
- To assist the learner to develop the academic and vocational language, literacy and numeracy skills related to Customer Service through the medium of the indicative content
- To enable the learner to take responsibility for his/her own learning.

## Digital Marketing & Social Media

Tuesday 7.00 to 9.30pm //Duration: 12 Weeks • Start Date: September 29th 2015

Venue: Mallow College, Annabella

Tuition Fee: €200 • Accreditation: Certificate of Attendance

### Learner Profile

This programme will be of interest particularly to those who own a business, who are starting a business, marketing professionals, or anyone managing a corporate website. Digital marketing will enhance your business online presence. Ideally learners will have a basic knowledge of computers and be aware of what the main social media platforms and tools are.

### Programme Description

- Social media overview
- Email Marketing
- Search Engine Optimisation
- Pay per Click Advertising and web site structure
- Facebook
- Pinterest and Infogram
- Blogging and content creation
- Twitter
- LinkedIn
- Google Analytics, display advertising
- The marketing plan
- Inbound marketing and content creation
- Link building strategies

### Learning Outcomes

This practical programme aims to equip learners with the necessary skills to:

- Build your own business blogging website using WordPress
- Optimise your website to achieve high rankings in Google searches
- Set up your own email marketing campaign and learn how to use an email service provider
- Use Google Adwords to setup your own Advertising Pay Per Click campaigns
- Create your own Facebook Profile, Facebook Business Page and customized landing page
- Learn how people communicate on Facebook and how to increase your followers
- Create your own Twitter account and how to build your Twitter following
- Tweetdeck for twitter
- Create your own LinkedIn account and how to use it for business contacts
- Set up web analytics on your website to monitor and measure traffic
- Understand display advertising
- Instagram and Pinterest
- Create your own digital marketing for your business



# Early Childhood Care and Education 5M2009

## QQI/FETAC Level 5 Award

Duration: 2 Years Part Time

### Programme Description

This course provides the successful learner with a nationally accredited award in the theory and practice of Early Childhood Education and Care. The learner will gain knowledge, skills and the competence to work independently and under supervision in a range of Early Childhood Care and Education settings. Two modules will be offered each term, 8 modules must be completed to achieve a full award.

### Entry Requirements

Pass Leaving Certificate or equivalent. This requirement does not apply to mature learners.

### Progression

Early Childhood Care and Education Worker in Pre-school, Creche, Classroom Assistant, Special Needs Assistant, Children's' Nanny. Successful graduates may progress to the Early Childhood Care and Education Certificate Level 6 Award. They are also eligible to progress to Higher education courses in Universities and institutes of Technology through the Higher Education

Links Scheme (HELIS).

### Programme of Study

- **5N1764** Child Development
- **5N1770** Early Care and Education Practice
- **5N1773** Early Childhood Education and Play
- **5N1765** Child Health and Wellbeing
- **5N1356** Work Experience
- **5N0690** Communications
- **5N1786** Special Needs Assisting
- **5N2396** Children with Additional Needs

*Modules subject to change*

**"A reduced fee of €50.00 applies to any applicants who are eligible for the Back To Education Initiative (BTEI) Programme. To qualify for BTEI, you must be finished full-time education and be either without a Leaving Certificate or receiving any type of Social Welfare Payment. Those who wish to apply can contact Brendan Glynn, BTEI, Q Centre Mallow on 022 55452."**



## Childcare: Early Care Education and Practice QQI/FETAC Level 5 Award

Monday 6.30 to 9.30pm //Duration: 12 Weeks • Start Date: September 28th 2015

Venue: Mallow College, Annabella • Tuition Fee: €240

Accreditation: QQI/FETAC Level 5: Minor Award in Child Development 5N1770

### Learner Profile

If you have a genuine interest in children and want to know how they grow, develop and learn, this course will definitely be for you.

### Programme Description

This compulsory module is designed to instruct learners in the following:

- Historical development of the ECCE sector
- Legislation governing the ECCE sector
- Reflective practice
- Equality and diversity
- Teamwork and communication with the ECCE setting
- Education and care routines

## Childcare: Work Experience & Communications QQI/FETAC Level 5 Award

Tuesday 6.30 to 9.30pm //Duration: 12 Weeks • Start Date: September 29th 2015

Venue: Mallow College, Annabella • Tuition Fee: €240

Accreditation: QQI/FETAC Level 5: Minor Award in Work Experience/Communications 5N1356/5N0690

This programme module aims to provide learners with the personal knowledge, skills and capacity to participate in a suitable work placement under supervision for a limited time. This programme

module also aims to facilitate the learner to acquire communication skills relevant to vocational and personal development. These modules are compulsory to get a full level 5 award.

## Childcare: Special Needs Assisting QQI/FETAC Level 5 Award

Wednesday 6.30 to 9.30pm //Duration: 12 Weeks • Start Date: September 30th 2015

Venue: Mallow College, Annabella • Tuition Fee: €240

Accreditation: QQI/FETAC Level 5: Minor Award in Special Needs Assisting 5N1786

This programme module explores the role and responsibilities, qualities and skills of the Special Needs Assistant (SNA). It examines the relevant legislation in relation to disability and explores the rights of children with disabilities in relation to personal autonomy, participation and decision making. Relate effectively and appropriately to children who present with additional needs. To enable the learner to select and apply care routines in feeding,

toileting and general hygiene. Maintain appropriate relationships with children, parents, primary carers, teachers and other members of the multi-disciplinary team. To assist the learner in working effectively with children who present with disabilities under the direction of the classroom teacher. Assist children with disabilities in a range of activities, ensuring equality of opportunity through working in a safe and professional manner.

## Childcare QQI 6M2007 Level 6 Certificate in Early Childhood Care & Education

Duration: 2 Years Part Time

### Programme Description

This Advanced Certificate in Early Childhood Care & Education is a skills based programme designed for those who are in a Supervisory role in an Early Years setting and builds on and expands the FETAC Level 5 Certificate in Childcare to provide the learner with a comprehensive understanding of childcare and education in Ireland today and wishes to advance to achieve a FETAC Level 6 Montessori qualification

It is made up of 8 modules and each module carries a value of 15 credits, giving a total of 120 credits for the full award.

### Entry Requirements:

Applicants must have completed full FETAC Level 5 Award in Childcare and 2-3 years work experience.

### Programme of Study:

- 6N1942 Child Development
- 6N1946 Work Experience
- 6N1950 Communications
- 6N1944 Early Childhood Curriculum
- 6N1973 Supervision in Early Childhood Care
- 6N1945 Childhood Social Legal and Health Studies
- 6N1957 Special Needs Assisting
- 6N1935 Early Childhood Literacy & Numeracy

*Modules subject to change*

**For information regarding components running for autumn 2015 term contact the evening education office on 022-43030 or email [eveningeducation@mallowcollege.ie](mailto:eveningeducation@mallowcollege.ie)**

## Childcare: Work Experience & Communications QQI/FETAC Level 6 Award

Wednesday 6.30 to 9.30pm //Duration: 12 Weeks • Start Date: September 23rd 2015

Venue: Mallow College, Annabella • Tuition Fee: €260

Accreditation: QQI/FETAC Level 6: Minor Award in Work Experience/Communications 6N1946/6N1950

This programme module aims to provide learners with the personal knowledge, skills and capacity to participate in a suitable work placement under supervision for a limited time. This programme module also aims to facilitate the learner to acquire communication skills relevant to vocational and personal development. These modules are compulsory to get a full level 6 award.



## Childcare: Child Development QQI/FETAC Level 6 Award

Monday 6.30 to 9.30pm //Duration: 12 Weeks • Start Date: September 21st 2015  
 Venue: Mallow College, Annabella • Tuition Fee: €240  
 Accreditation: QQI/FETAC Level 6: Minor Award in Child Development 6N1942

This module is designed to provide the learner with knowledge and understanding of child development from 0-12 years and the skills required to implement and promote the use of observations in the early childhood education and care setting. This module aims to promote good practice, equality and respect for diversity in early childhood education and care.

### Objectives of the Programme Module:

1. Recognise the capabilities and potential of the individual child across all domains of development
2. Carry out observation and evaluation techniques and understand their implications for practice
3. Understand the influence of genetic, social, cultural and environmental factors on the overall

- development of the child
4. Understand the interdependency of all domains of development • Critically reflect on the child development
5. To assist the learner to develop the academic and vocational language, literacy and numeracy skills related to Early Childhood Care & Education Level 6 through the medium of the indicative content
6. To enable the learner to take responsibility for his/her own learning.



## Healthcare Support: Care of the Older Person QQI/FETAC Level 5 Award

Tuesday 6.30 to 9.30pm //Duration: 12 Weeks • Start Date: September 29th 2015  
 Venue: Mallow College, Annabella • Tuition Fee: €240  
 Accreditation: QQI/FETAC Level 5 Minor Award in Care of the Older Person

### Learner Profile

This programme is designed to equip learners with the knowledge and skills to provide care for the older person in a variety of settings.

### Programme Description

- The ageing process
- Working with the older person
- Caring for the older person with specific needs and care settings





## Health Care Assistant QQI/FETAC Level 5 Award Healthcare Support

Duration: 2 Years Part Time

### Description

Successful completion of this course provides a recognised qualification necessary for working as a Health Care Assistant in a variety of settings, including hospitals, day and residential care and the home. The course equips the carer with the knowledge and skills necessary to work in this rewarding role as a member of the care team. It is suitable for those wishing to embark on a career in caring and those already working in the sector who wish to gain a recognised qualification. Two modules will be offered each term, 8 modules must be completed to achieve a full award.

### Entry Requirements

Pass Leaving Certificate or equivalent. We accept application from mature students who do not meet the Leaving certificate requirement. Learners must be 18 before the commencement of the course.

### Progression

Learners who successfully complete this course will be qualified for employment as health care assistants in hospitals, maternity care, residential care, day care centres and the community. Successful graduates may progress to related health and social care courses in the Institutes of Technology through the Higher Education Links scheme by CAO application.

### Programme of Study

- **5N0758** Care Support
- **5N1794** Safety and Health at work
- **5N2770** Care Skills
- **5N0690** Communications

- **5N1356** Work Experience
- **5N3707** Activities of Living Patient Care
- **5N2705** Care Provision and Practice
- **5N1652** Intellectual Disability Studies

*Modules subject to change*

**"A reduced fee of €50.00 applies to any applicants who are eligible for the Back To Education Initiative (BTEI) Programme. To qualify for BTEI, you must be finished full-time education and be either without a Leaving Certificate or receiving any type of Social Welfare Payment. Those who wish to apply can contact Brendan Glynn, BTEI, Q Centre Mallow on 022 55452."**



## Healthcare Support: Safety & Health at Work QQI/FETAC Level 5 Award

Monday 6.30 to 9.00pm //Duration: 12 Weeks • Start Date: September 28th 2015

Venue: Mallow College, Annabella • Tuition Fee: €200

Accreditation: QQI/FETAC Level 5: Minor Award in Safety & Health at Work 5N1794

This module is designed to provide the learner with the skills and knowledge to promote and maintain Safety and Health in the working environment which aims to prevent injury and ill-health arising from work activities. It's a **compulsory** module for healthcare support students.

- Safety and Health at Work Legislation
- Promote safe working practices and procedures
- Stress Management
- Fire Safety
- Good Housekeeping
- Safety Signage

- Hazard Identification
- Carry out a Risk Assessment
- Safety Statement
- Accident Investigation & Reporting



## Healthcare Support: Work Experience & Communications QQI/FETAC Level 5 Award

Tuesday 6.30 to 9.30pm //Duration: 12 Weeks • Start Date: September 29th 2015

Venue: Mallow College, Annabella • Tuition Fee: €260

Accreditation: QQI/FETAC Level 5: Minor Award in Work Experience/Communications 5N1356/5N0690

This programme module aims to provide learners with the personal knowledge, skills and capacity to participate in a suitable work placement under supervision for a limited time.

This programme module also aims to facilitate the learner to acquire communication skills relevant to vocational and personal development.

These modules are compulsory to get a full level 5 award.



## Healthcare Support: Care Skills QQI QQI/FETAC Level 5 Award

Wednesday 6.30 to 9.30pm //Duration: 12 Weeks • Start Date: September 30th 2015  
Venue: Mallow College, Annabella • Tuition Fee: €240  
Accreditation: QQI /FETAC Level 5 Minor Award in Care Skills 5N2770

### Learner Profile

This programme is suitable for those who wish to be equipped with the knowledge, skills and competence to enable them to care for and address the needs of a person and their family.

### Programme Description

- Identify the hygiene needs of clients
- Discuss the prevention of pressure sores
- Adapt levels of assistance to the needs of particular clients
- Examine the physical, emotional, social, psychological needs of clients



## Introduction to Social Care

New

Wednesday 7.15 to 9.15pm //Duration: 12 Weeks • Start Date: September 30th 2015  
Venue: Mallow College, Annabella • Tuition Fee: €150  
Accreditation: Certificate of Attendance

### Learner Profile

This course is for anyone interested in Social Care or anyone already working in the caring profession. This course will cover counselling skills and practice, Psychology, Applied social care and Cognitive behavioural therapy. It is both an informative and interactive class.

### Programme Description

- Introduction to Social Care, Attachment Theory and applied social care
- Developmental Psychology, Theories in Psychology, Psychotherapy and Applied Psychology
- Counselling Skills 1, Active listening and practice skills

- Counselling Skills 2, Counselling theory and applying theory to practice
- Cognitive Behavioural Therapy, what is CBT and applying it to practice
- Addiction studies including the CBT model
- Reflective learning and boundaries in Social Care
- Managing Aggressive and violent behaviour in Social care, Summary of course



## Paediatric First Aid for those who Have or Mind Children

Start Date: Various Dates (1 Day Course) 9.00am to 2.00pm  
 Venue: Mallow College, Annabella • Tuition Fee: €65

Bumps & Bruises, Head Injuries, Cuts and Bleeding, Burns, Accidental Poisoning, Managing High Temperatures and Febrile Convulsions, Treating and Resuscitating the choking child, When to go to the doctor or when to call the emergency

services.

A small number of training days will be available, contact the office or email [eveningeducation@mallowcollege.ie](mailto:eveningeducation@mallowcollege.ie) for more information.

## Computers for Beginners

Monday 7.15 to 9.15pm //Duration: 10 Weeks • Start Date: September 28th 2015  
 Venue: Mallow College, Annabella  
 Tuition Fee: €130 • Accreditation: Certificate of Attendance

### Learner Profile

This 10 week programme is suitable for individuals with no previous knowledge of computers. It is designed to introduce and develop one's knowledge of the Personal Computer. At the end of this programme, you will have knowledge of practical use of the internet, emails and Microsoft Word.

### Programme Description

- Computer Operation and Use: parts of a computer system; common software applications; operate a computer
- Word Processing: basics;

edit/format/enhance/find/replace text; header/footer; bullets; spell checker; proof-read; tables; printing etc. Spreadsheets: edit/format/delete data; rows/columns; currency/percentage/decimal formats;

formulae; charts, printing etc.

- Graphics: basics; electronic freehand drawing; insert/edit shapes; colour, size
- Internet and E-mail: search techniques; send/retrieve/reply to e-mail.



## Intermediate Computers

Wednesday 7.15 to 9.15pm //Duration: 10 Weeks • Start Date: September 30th 2015  
 Venue: Davis College, Summerhill  
 Tuition Fee: €130 • Accreditation: Certificate of Attendance

### Learner Profile

This course is suitable for those who have already completed the computers for beginners' course.

### Programme Description

You know the basics but you want to keep improving your IT skills. Sending an email with an

attachment e.g. photo or CV, using more advanced Word Processing skills (e.g. mail merge), File management (folder and putting order to your filing system), work on your data entry skills, use the internet (Skype, booking a holiday, intro to Facebook and Twitter). If this sounds

like a course for you then enjoy learning new skills in an enjoyable and fun class.



## Tablet (iPad) for Beginners

Tuesday 7.00 to 9.00pm //Duration: 10 Weeks • Start Date: September 29th 2015  
 Venue: Mallow College, Annabella  
 Tuition Fee: €130 • Accreditation: Certificate of Attendance

### Learner Profile

This 10 week course is to help you to use modern technology to its maximum potential and also to provide you with the knowledge to use it for its intended purpose in your everyday life.

### Programme Description

Want to get the most out of your tablet (iPad), want to contact family and friends (abroad). Maximise your use of the tablet by learning how to:

- Skype
- Send/reply to an email
- Book holidays/flights on line
- Access and download Applications (apps)
- Access WiFi and

basics features for users of iPads

**Please note each student must supply their own iPad/Tablet**



## Web Design



Monday 7.00 to 9.00pm //Duration: 10 Weeks • Start Date: September 28th 2015  
 Venue: Mallow College, Annabella  
 Tuition Fee: €130 • Accreditation: Certificate of Attendance

### Programme Description

Interested in taking your business to the next level? You don't fancy paying high design costs? Then this is the course to help you to get to the next step to generating new clients. This course is designed to enable the learner to require the skills necessary to establish, develop and maintain an interactive website. The learner will understand the principles and use of interactivity on

the World Wide Web and the Internet. The course will facilitate people interested in designing

their own websites. Basic computer skills are essential.



## Get to Know Your Laptop



Tuesday 7.00 to 9.00pm //Duration: 10 Weeks • Start Date: September 29th 2015  
 Venue: Mallow College, Annabella  
 Tuition Fee: €130 • Accreditation: Certificate of Attendance

### Programme Description

Interested in getting to know your laptop? Then this is the course to help you to get to the next step in using your laptop to its full potential.

This course is designed to enable the learner to require the skills necessary to use your laptop efficiently.

The learner will understand the principles and use of interactivity on the World Wide Web and the Internet. As well as exploring a number of different areas.

### Please Note Students Provides Their Own Laptop with Windows Operating System



## Advanced Microsoft Word/Excel

New

Monday 7.15 to 9.15pm //Duration: 10 Weeks • Start Date: September 28th 2015

Venue: Mallow College, Annabella

Tuition Fee: €130 • Accreditation: Certificate of Attendance

Top up your Microsoft office skills. These Microsoft office courses go beyond the basics of document processing. These courses will enhance your documents with advanced components.

Excel: Review of basic formulas, Data Validation and Conditional Formatting features, use Group, Sort, and advanced filters (i.e color, font), VLOOKUP, MATCH, INDEX and INDIRECT, SUMIF, SUMIFS, COUNTIF and COUNTIFS, Text to Columns, LEFT, RIGHT, MID, SEARCH, SUBSTITUTE, LEN, REPLACE, TRIM and CLEAN. Introduction to pivot tables and macros.

Word: Advanced Formatting (shadows, borders, styles), Working with Tables (creation, data entering, formatting), Working with Images (inserting Images

from different sources, Placing and Sizing Images, wrapping Text around an Image, Borders and Effects, Smart graphics), Page layout ( Orientation and Paper Size, Page and Section Breaks), Document layout (Index, table index and bibliography), Introduction to mail merge.



## Intermediate Microsoft Word/Excel

New

Wednesday 7.15 to 9.15pm //Duration: 10 Weeks • Start Date: September 30th 2015

Venue: Mallow College, Annabella

Tuition Fee: €130 • Accreditation: Certificate of Attendance

This course is designed with the intermediate in mind. The course will include step by step examples and will show you how to use Excel/word to create a basic documents.

It introduces software Screen Elements and identifies its main elements with examples and exercises.

Excel: data entering, row/column manipulation, cell referencing, day to day basic formulas, how to print, graphic and

charts introduction.

Word: Creating & Saving a Microsoft Word Document, Ribbon overview, Word Templates, Configuring Documents to Print, Document Properties, Adding Common Commands to Ribbon, Formatting Microsoft Word documents, Editing documents (Find and Replace, Copy and Paste, insert image and charts), adding Page Numbers, headings and footers, Checking Spelling and Grammar.

## General English as a Foreign Language (Level A2 - B1)



Tuesday 7.30 to 9.30pm //Duration: 10 Weeks • Start Date: September 29th 2015

Venue: Mallow College, Annabella

Tuition Fee: €130 • Accreditation: Certificate of Attendance

### Learner Profile

This course is for students who are new to English, or for those who would like to review their basic grammar.

### Programme Description

Develop and improve your spoken language with a focus on language for everyday situations, both written and spoken. This

course will help you to communicate effectively and confidently in English.



## English as a Foreign Language (Level B2)

Wednesday 7.30 to 9.30pm //Duration: 10 Weeks • Start Date: September 30th 2015

Venue: Mallow College, Annabella

Tuition Fee: €130 • Accreditation: Certificate of Attendance

### Learner Profile

This course is suitable for students who wish to improve their skills in English grammar, vocabulary and pronunciation through practical exercises in speaking, listening, reading and writing.

### Programme Description

Build upon your existing English skills in this class which further develops knowledge and use of English for everyday situations. The class focuses on speaking, listening, reading and writing, with an emphasis on vocabulary, grammar and pronunciation.

**Suitable for those preparing for IELTS or Cambridge exams.**



## Conversational Irish/Comhrá Ghaeilge



Tuesday 7.00 to 9.00pm //Duration: 10 Weeks • Start Date: September 29th 2015  
 Venue: Mallow College, Annabella  
 Tuition Fee: €130 • Accreditation: Certificate of Attendance

### Learner Profile

This programme is suitable for individuals wishing to develop conversational skills to speak Gaeilge.

attention is given to spoken Gaeilge. On completion of the course, students should be able to

communicate effectively in everyday situations which may acquire the use of Gaeilge.

### Programme Description

The aim of this course is to introduce students to the spoken and written language. Special



## Conversational French/Conversation Française

Monday 7.00 to 9.00pm //Duration: 10 Weeks • Start Date: September 28th 2015  
 Venue: Mallow College, Annabella  
 Tuition Fee: €130 • Accreditation: Certificate of Attendance

### Learner Profile

This programme is suitable for individuals wishing to develop conversational skills to speak French.

### Programme Description

The aim of this course is to introduce students to the spoken and written language. Special attention is given to spoken French. On

completion of the course, students should be able to communicate effectively in everyday situations which may occur while on holiday or on business in France.

## Conversational Spanish/Conversación en español



Tuesday 7.00 to 9.00pm //Duration: 10 Weeks • Start Date: September 30th 2015  
 Venue: Mallow College, Annabella  
 Tuition Fee: €130 • Accreditation: Certificate of Attendance

### Learner Profile

This programme is suitable for individuals wishing to develop conversational skills in

basic Spanish.

### Programme Description

Learn to speak basic conversational Spanish

with confidence, in different situations; e.g. meeting people, travelling, eating out, shopping and much more.

## Conversational Italian / Italiano conversazione **New**

Wednesday 7.00 to 9.00pm //Duration: 10 Weeks • Start Date: September 29th 2015

Venue: Mallow College, Annabella

Tuition Fee: €130 • Accreditation: Certificate of Attendance

### Learner Profile

This programme is suitable for individuals wishing to develop conversational skills in basic Italian.

through basic Italian grammar, but more importantly they learn Italian through a communicative approach. Students begin using the

language right from the start using real life situations like greetings, ordering food or booking a room.

### Programme Description

The beginner's course is an interactive and engaging introduction to this beautiful language. Students are given a good grounding in the language



## Sign Language **New**

Tuesday 7.00 to 9.00pm //Duration: 10 Weeks • Start Date: September 29th 2015

Venue: Mallow College, Annabella

Tuition Fee: €130 • Accreditation: Certificate of Attendance

### Programme Description

This programme is suitable for individuals who wish to develop skills in Irish Sign Language for effective communication with deaf and hard of hearing relatives, employees and customers in a variety of situations. Vocabulary, Grammar, Expressions: family; numbers; hospital; holidays; colours; clothes; food; drink etc.

### Group Work:

- Conversation; stories; fun stories.
- Causes of Deafness
- The Deaf Culture
- The Deaf Community



# Contact Details

Name	Phone	Website
Mallow College of Further Education	022-43030	www.mallowcollege.ie
QQI	01-9058100	www.qqi.ie
Institute of Incorporated Public Accountants	01-2069000	www.iipa.ie
Institute of Public Administration	01- 2403600	www.ipa.ie
Accounting Technicians of Ireland	01-6377363	www.accountingtechniciansireland.ie
Irish Academy of Public Relations	01-2780802	www.irishacademy.com



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## **ART**

### **Brían Crotty**

Brían is a professional and practicing Artist and Teacher. He is also a member of the board of Directors of Backwater Artists Group, Wandesfort Quay, Cork. He is an experienced Art teacher.

## **CREATIVE WRITING**

### **Paul Dunne**

Paul is the holder of several prizes for his short stories and poetry, including winning an All-Ireland Short Story Competition. He holds diplomas in Creative Writing and English Literature. Paul has many years experience as a Creative Writing Tutor.

## **TAI CHI**

### **Ann Mc Ilraith**

Ann has been investigating different forms of healing for as long as she can remember. She studied science in UCC and taught physics and biology for 13 years before devoting herself fully to Tai Chi and other related modalities. She began my formal training in Tai Chi in 1989 and have been teaching this martial art for almost 20 years. In 2007, she was formally recognised as a T'ai Chi Master by Grand Master John Kells. She also specialise in Open Focus and Neurofeedback techniques which she studied under Dr Lester Fehmi at the Princeton Biofeedback Centre and Lester Levenson's Release techniques which she has studied with both Hale Dwoskin and Larry Crane.

## **BRIDGE**

### **Moira Coughlan**

Moira is a qualified CBAI (Contract Bridge Association of Ireland) bridge teacher since 2012. She has given both beginners and improvers lessons which have proved successful with some participants having already achieved National titles earlier this year in 2015. Moiras' aim is that each person who aspires to play bridge has an understanding of the game to allow them to play either on a social or competitive level and achieve the acquired results.

## **PUBLIC RELATIONS**

### **Frances McDonald**

A graduate of Limerick School of Art & Design and the Irish Academy of Public Relations, Frances McDonald began her career as a Graphic Designer and Print Buyer with Southern Advertising, Cork. She subsequently worked for a number of development organisations in the areas of project and event management, marketing, sponsorship and public relations. In addition Frances is a former subject Examiner in Print & Design for the Public Relations Institute of Ireland.

Since 2011, she has been an independent consultant and her work has consisted of project and event management, lecturing, mentoring and writing. She recently completed a Diploma in Management and Executive Coaching with International Coaching & Training Institute, Ireland and an MA in Design History and Material Culture at the National College of Art and Design, Dublin.

## **PAYROLL/RECEPTION SKILLS**

### **Noreen Courtney**

Noreen has 12 years work experience in the private and public sector. Noreen has been tutoring with Mallow College of Further Education since September 2014. Noreen is a member of Accounting Technicians Ireland and IPASS (Irish Payroll Association).

## **ACCOUNTING**

### **Paul Murphy**

A highly motivated and experienced Accountant Paul also completed his Business Degree honours achieved and Paul's employment history involves over 20 years Financial, Management, Operational and Performance Management experience. Paul actively lectures in Management Accounting, Financial and Auditing, he assists the Institutes in syllabus review and he is also a current member of the Final Year Accounting Examination Marking team in Dublin. In line with his employment experience Paul values highly team work, communications and innovative learning to ensure all students achieve their maximum capable grades. Paul already looks forward to working hard with all students. Paul is a member of CPA and MIATI.

### **Catherine Mc Carthy**

Catherine is an experienced accountant with over 20 years of experience in practice, and is a member of IIPA/CPA/FIATI. She is specialising in Taxation, Accounting Systems and Financial Accounting. She is course coordinator of both our Accounting Technician and IIPA Course.

### **Tim Crowley**

Tim is an experienced teacher who for many years now has lectured at third level. Tim specialises in marketing, management and law and possess a Masters in Social Marketing and is currently pursuing a PhD.

## **DIGITAL MARKETING/ COMPUTING**

### **Silvia Planella**

Silvia is lecturing in Mallow College of Further Education since September 2014. Silvia works full time in Arema Connect as Marketing Director. She is responsible for the marketing department and her role includes the management of corporate website, social media presence, search engine optimization (SEO) and Google Adwords campaigns. Silvia also manages new sales prospects and new business Tenders, and all internal company communications. She leads Arema Connect Market Research Department. Prior to joining Arema Connect, Silvia was a market researcher for Sony Computer and carried out promotional work for HP, Sony Computer and Activision. She also gained experience working in Public Relations for Piriherbsan, OMC and Imago.

## **CHILDCARE**

### **Marie O Donovan**

Marie is an experienced teacher who has taught in Mallow College of Further Education since 2008. A graduate of University College Cork with a degree in Early Childhood Studies. Marie has experience working in preschools, primary schools and at secondary level. She is currently pursuing a master's in education.



MALLOW COLLEGE  
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# NOW TAKING ENROLMENTS

**For More Information:**

**Tel: 022-43309**

**or**

**Email: [info@mallowcollege.ie](mailto:info@mallowcollege.ie)**

**Visit our website:**

**[www.mallowcollege.ie](http://www.mallowcollege.ie)**

# Enrolment

**With Tutors present on Monday 7th September 2015, 7:30pm - 9.00pm  
In Mallow College, Annabella, Mallow, Co. Cork**

Enrol online at [www.mallowcollege.ie](http://www.mallowcollege.ie) and receive a discount or by completing the application form below and returning it, along with the appropriate fee, to:

Director of Adult Education,  
Mallow College of Further Education,  
Annabella, Mallow, Co. Cork  
**Tel:** 022-43030 • **Email:** [eveningeducation@mallowcollege.ie](mailto:eveningeducation@mallowcollege.ie)

## Evening Education Enrolment Form

**Fee Must Be Included with this Form and Proof of SW if applicable**

Name: .....

Address: .....

.....

.....

Tel: .....

Mob: .....

Email: .....

PPS Number: ..... Date of Birth: .....

Medical Card:    Yes                          No   

Fee Enclosed: .....

Programme Title: .....

All Cheques made payable to **Cork ETB**

**I accept the terms of enrolment detailed in this prospectus**

Signature: ..... Date: .....