



## Guide to Classes and Programmes

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The Path to your Future

**2016**  

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**2017**

## BA in Applied Addiction Studies and Community Development



• Graduates of the 2014 class celebrating their award

## Guide to Classes and Programmes

The Path to your Future

2016  
2017

**We know it's not easy to return to education but doing a course in An Cosán can be life changing. An Cosán is committed to equal access to education and to supporting continual professional development. We provide a range of community education courses from Basic Education to Further and Higher Education at QQI Levels 2 - 8. Join us, meet the team, experience the warmth and welcome that is An Cosán and find the course for you.**

If you have never done a course at An Cosán, or have never been back to education, you are especially welcome. Join the thousands of students An Cosán has welcomed since opening its doors in 1999.

Our courses aim to support you to develop your own capacities and experience a sense of empowerment in your life and community. We hope there is something for everyone, whatever your interests or goals. You can attend classes here in An Cosán or through our blended online learning and outreach programmes throughout the country.

There are always new workshops, seminars and courses happening at An Cosán. If you would like us to keep you up to date about what's happening here or receive further information on any of our courses, please leave your contact details with Lily on **01 462 8488** or [l.ward@ancosan.com](mailto:l.ward@ancosan.com). You can also check our website on [www.ancosan.com](http://www.ancosan.com) and [www.facebook.com/AnCosan](https://www.facebook.com/AnCosan)

Throughout the year, An Cosán's Outreach Team support local people in the community of Tallaght West who wish to return to education. We can arrange to meet people who would like to visit here and see our superb facilities and discuss course options. We can also call out to centres who would like to host an information session. We hold a number of Open Days during the year.

The running of all classes and programmes are subject to minimum registration numbers.



# Community Education Classes, Programmes and Student Supports

## First Steps Back to Education

These half day classes will run from September 2016 - May 2017  
The running of all classes is subject to minimum registration numbers



For further information please contact  
Lily Ward on 01 462 8488 Email: l.ward@ancosan.com

### Personal Development

**MONDAY • FEE: €5 per class**

A holistic programme which empowers you to understand and look after your emotional health, increase self-awareness and build confidence. Participants will identify and set goals to bring about positive changes in life.

### Spirituality

**THURSDAY • FEE: €5 per class**

Spirituality is above all, a way of life. In this course you will find out what spirituality is for you by ways of mindfulness, meditation, group sharing, connection with yourself and others.

### ESOL - English for Speakers of Other Languages

**INTRODUCTORY COURSE - MONDAY • FEE: €5 per class**

Helps build literacy skills in English and increase your confidence in speaking the language.

**INTERMEDIATE COURSE - FRIDAY • FEE: €5 per class**

Helps you to improve your verbal and written skills in English.

### Adult Key Skills 1 & 2

**TUESDAY • FEE: €5 per class**

One in four of us have difficulty with reading, writing and spellings. These classes will help you improve these skills. Our classes are small and confidential.

Choose from either of these English classes:  
9.30am – 12.30pm or 2.00pm – 4.30pm

### Irish Classes

**TUESDAY • FEE: €5 per class**

Gaeilge Go Deo.

If you want to brush up on your Irish or learn Irish from scratch this is an opportunity to improve your Irish in a warm, supportive and fun environment.

Bí ag caint gaeilge;  
Bí ag foghlaim gaeilge;  
Bí ag scríobh gaeilge

### Human Givens

**WEDNESDAY • FEE: €5 per class**

This series of introductory half day workshops will give you the practical information to take charge of your life, think more clearly and feel more confident as you move towards the future you want to create. Topics include: managing mental stress and anxiety, stopping addictive behavior, communicating better, workplace and emotional health and creating meaning and joy in your life.

### Women and Wellness

**WEDNESDAY • FEE: €5 per class**

Develop the confidence, knowledge and skills to take charge of your own well-being.

### Positive Parenting

**WEDNESDAY • FEE: €5 per class**

Take your parenting skills to the next level with simple tips to help manage the big and small problems of family life. This 10 week course supports you to enhance and build relationships within families.

### Spirals

**TUESDAY • FEE: €5 per class**

**This Programme will run on a Wednesday in 4 week blocks:**

This programme is for young parents of children aged from birth to three years. The programme explores books and toys, and discusses feeding and nutrition. Child safety workshops include interactive play sessions each week. All materials are provided.

### U3A (University of the 3rd Age)

**THURSDAY • FEE: €5 per class**

Are you over 55 years? This group meets fortnightly exploring new interests, developing new skills and learning more about active citizenship. All in a social setting where life-long learning is fun!

### Introduction to Drama

**FRIDAY • FEE: €5 per class**

Take a leap! Discover your creativity and build your confidence. Explore what drama means through theatre, games, exercise and improvisation.

## Counselling

An Cosán means “the path”...  
the path to success!”

When we walk a path sometimes we stumble. When we stumble, we may need a little help to get back up again.

At An Cosán we have a wonderful group of people who help us to do this and get on the path again – they are our Counsellors and Psychotherapists. They are all fully qualified and accredited with The Irish Association for Counselling and Psychotherapy and have a wealth of experience in all types of Counselling.

## Student Support

An Cosán provides a range of personal and educational supports across all of our programmes, these include:

- Mentoring
- One to one meetings with student support workers
- Study skills tutorials
- Supervised study
- Career guidance
- IT skill development
- Personal development
- Counselling
- Numeracy and literacy
- Student Forum
- Accommodations for students with learning difficulties
- Scholarships and bursaries
- Internship and direct employment opportunities

For information or appointments, please contact Liz Whelan on 01 462 8488  
Email: l.whelan@ancosan.com

# Technology and Accessing Employment

## Short Courses

These courses range from 6 – 10 weeks and will be delivered from September 2016 - May 2017



For further information contact Sinéad Kelly on 01 462 8488 Email: s.kelly@ancosan.com

### Computers for the Terrified

**BEGINNERS (10 weeks) • FEE: €5 per class**

This short course is open to both men and women. Learn all the skills you need to get the most from everyday technology. These short courses are for complete beginners and are a fun and informal introduction to the Internet, email and more.

### Young Women in Technology

**BEGINNERS (9 weeks) • FEE: €5 per class**

This accredited programme introduces young women to everyday technology. This is designed to reach out to young women and invite them to hands-on fun workshops where they will learn how to use basic software, social media, the Internet and coding to eventually designing their own apps!

### Women in Technology

**BEGINNERS (9 weeks) • FEE: €5 per class**

Are you afraid of technology? Do you feel like you have been left behind in this digital age? If so, this course is for you. This programme supports women in a safe environment to learn skills and build confidence in computer technology.

### Older Voices Online

**BEGINNERS (6 weeks) • FEE: €5 per class**

Older Voices Online is a course for people who want to learn how to use social media, to have a voice online and raise awareness of issues that affect older people.

As well as learning how to use social media like Facebook, Twitter and blogging, participants will learn skills including online effective information searches and will run a short online campaign around an issue of their choice using the skills they are learning. The programme is for people aged 50+ who have basic digital skills (e.g. can search on Google and send an email) and want to build on those skills.

### Social Media

**BEGINNERS (6 weeks) • FEE: €5 per class**

This course is aimed at people that would like to learn about different channels of social media. The topics covered include Facebook, Twitter, Instagram, YouTube, Snapchat and online security.

### Young Voices Online

**BEGINNERS (6 weeks) • FEE: €5 per class**

This course is for people aged 16-24 who want to learn how to use social media to have a voice online and raise awareness of issues that affect younger people. As well as learning how to use social media like Facebook, Twitter and blogging, participants will learn skills including online research and information gathering and will run a short online campaign around an issue of their choice using the skills they are learning.

### Online Essentials

**BEGINNERS (6 weeks) • FEE: €5 per class**

This course sets out essential concepts and skills relating to web browsing, effective information search, online communication and email.

### Word Processing

**BEGINNERS (6 weeks) • FEE: €5 per class**

This course allows candidates to demonstrate the ability to use a word processing application to accomplish everyday tasks associated with creating, formatting, and finishing small-sized word processing documents, such as letters and other everyday documents.

### Web Editing

**BEGINNERS (6 weeks) • FEE: €5 per class**

This course will enable you to understand the key web editing and publishing concepts, and to design, create, upload, and maintain a static website.

### Spreadsheets

**BEGINNERS (6 weeks) • FEE: €5 per class**

This course allows candidates to understand the concept of spreadsheets and to demonstrate an ability to use a spreadsheet to produce accurate work outputs.

### Microsoft Publisher

**BEGINNERS (6 weeks) • FEE: €5 per class**

This course will allow you to create professional standard presentations. Perform tasks such as creating, formatting, modifying and preparing presentations using different slide layouts for display and printed distribution.

### Image Editing

**BEGINNERS (6 weeks) • FEE: €5 per class**

In this course you will acquire the skills and knowledge to use a variety of programmes to manipulate images, and prepare an image for printing or for publishing on the web.

### Online Collaboration

**BEGINNERS (6 weeks) • FEE: €5 per class**

This course will allow you to develop the concepts and skills relating to the setup and use of online collaborative tools, calendars, social media, web meetings, learning environments, mobile technology, and cloud computing

### PC Maintenance

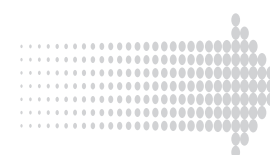
**BEGINNERS (6 weeks) • FEE: €5 per class**

The aim of this course is to provide participants with a solid foundation in basic knowledge of the main components of a modern computer. Participants will also learn about maintenance, repair, troubleshooting PCs, installing the Windows operating systems and application software and the basics of computer networks.

# Technology and Accessing Employment

## Workshops

These workshops will run bi-weekly from September 2016 - May 2017



For further information contact Sinéad Kelly on 01 462 8488 Email: s.kelly@ancosan.com

### September – October

- Computer Applications/ File Management
- Microsoft Excel
- Microsoft Publisher
- Microsoft Word
- C.V. and Cover Letter Preparation

### November – January

- Facebook
- Instagram
- Snapchat
- Twitter
- YouTube

### February – March

- Facebook
- Twitter
- Exploring Apps
- Surfing the Web for Jobs
- Digital Storytelling
- Online Security

### April – May

- Computer Applications
- Microsoft Excel
- Microsoft Publisher

- Microsoft Word
- Getting a job Online

### June – July

- Web Design
- Online Marketing
- Computer Maintenance
- LinkedIn
- Getting a Job Online

**MORNING AND AFTERNOON CLASSES**  
**FEE: €5 per class**



# Technology and Accessing Employment Accredited Courses

These classes will run from September 2016 – May 2017

For further information contact Sinéad Kelly  
on 01 462 8488 Email: s.kelly@ancosan.com



## Office Skills Programme

**FULL DAYS TUESDAY & WEDNESDAY (27 Weeks)**  
**FEE PAYING**

This course is designed to give participants the skills and knowledge to work in an office environment. This course includes 5 E.C.D.L. modules including Word Processing, Computer Essentials, Presentations, Online Essentials, and Excel. Participants will also gain a QQI Level 5 in Communications and Work Experience.

## ECDL (European Computer Driving Licence)

**FRIDAY AM (30 WEEKS) • FEE PAYING**

This course will include 7 of the following modules: Computer Essentials, Online Essentials, Word Processing, Spreadsheets, Using Databases, Presentation, Web Editing, Image Editing, Online Collaboration and IT Security. Basic ICT skills required. Course costs include Skills Card and Materials.



## Introduction to Financial and Management Accounting

**FRIDAY • FEE: €5 per class**

An Cosán have teamed up with ACCA to offer you this 10 week online course. In this course you will learn about: Business transactions, the banking system and double entry bookkeeping, payroll and ledger accounts, reconciliation and preparing the trial balance, the nature and purpose of cost and management accounting, how to record and classify costs and how to use spreadsheets.

## Introduction to Social Enterprise

**FRIDAY • FEE: €5 per class**

The course aims will introduce individuals involved in community and voluntary organisations to social enterprise. It will provide students with an understanding of what a social enterprise is and the historical and ideological influences on social enterprise. It will give an overview on establishing and operating a social enterprise.



# Further Education Programmes

These classes will run from September 2016 - May 2017

For further information contact Lily Ward  
on 01 462 8488 Email: l.ward@ancosan.com



## Community Development Major Award QQI FETAC Level 5

**THURSDAY AM • FEE €250 per module**

This part-time course is targeted at community activists, workers or volunteers who have an interest in, or experience of involvement in the community. This programme provides a progression into our B.A. Degree in Leadership and Community Development.

## Community Care Major Award QQI FETAC Level 5

**FRIDAY AM • FEE €250 per module**

This part-time programme will help you develop personal qualities and knowledge required for employment in social services. This could include working with family and community groups in respite care, residential units or care of the elderly.

## Childcare Major Award QQI FETAC Level 5

**TUESDAY EVENING • FEE €250 per module**

This part-time programme will provide you with the practical skills and theoretical knowledge required to work with young children and their families in an early childhood education and care setting. Applicants may be eligible for subsidy from the Pobal Learner Fund. Application forms are available from the County Childcare Committee and Pobal websites.

We also deliver Childcare Major Award QQI FETAC Level 5 through the Back to Education Initiative; one module is delivered each academic year. Entry criteria apply.

## Childcare Major Award QQI FETAC Level 6

**TUESDAY & THURSDAY EVENING  
FEE €250 per module**

This programme, delivered on a modular basis, is suitable for individuals who are currently working in Childcare, as the assessment is based on children and management in your workplace. Participants must have completed and received the full FETAC award in Childcare Level 5.

## Early Childhood Curriculum Minor Award QQI FETAC Level 6

**THURSDAY AM • FEE €250 per module**

This single module is designed to provide the learner with an introduction to Level 6 Childcare. It will enable the learner to implement the early childhood curriculum using the High Scope approach.

## Train the Trainer QQI FETAC Level 6 (Accreditation Pending)

**FRIDAY PM • FEE €250 per module**

Continuous professional development is essential for lifelong learning in all professions. This course is aimed at supporting practitioners from a range of community and other professions to identify training needs of co-workers and to design and deliver training interventions to meet those needs. The course will be very hands on and practical whilst also dealing with theories and best practice for helping people learn.



- An Cosán is a QQI/FETAC Approved Centre for Teaching and Learning.
- We are also on the Pobal list of approved Centres for Learner Fund applicants.
- Participants on Childcare Programmes may be eligible for the Learner Fund.

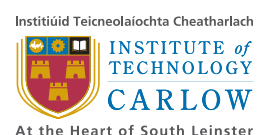
# Higher Education and Continuous Professional Development

These classes will run from September 2016 - May 2017  
These programmes will be delivered at An Cosán, Jobstown, Tallaght

An Cosán is committed to equal access to higher education and to supporting continuing professional development in the community and voluntary sector. We currently offer the following part-time third level programmes, which are accredited by the Institute of Technology Carlow (ITC). These are developed in the context of community education and lifelong learning and are intended for mature students. Minimum entry requirements apply.



For further information contact  
Eithne Dunne on 01 462 8488  
Email: e.dunne@ancosan.com



## Bachelor of Arts in Leadership and Community Development QQI Level 7

**3-YEARS PART-TIME**  
**THURSDAY 10am-5pm plus 6 SATURDAYS PER YEAR**  
**FEES 2016/2017: €2,000 per year. Payment options available.**

This programme aims to develop an understanding and analysis of theories and practices of leadership and community development. It will support the professional development of people who are employed in the field of community development, people who work in the community in a voluntary capacity and people with an interest in leadership and community development.

*Open to applications for advanced entry to Year 3 (beginning September 2016) from candidates with a Level 6 Higher Certificate in a related area. Applications are treated on an individual basis and in accordance with ITC's policy on recognition of prior learning. The next intake to Year 1 is scheduled for September 2017.*

## Bachelor of Arts in Applied Addiction Studies and Community Development QQI Level 7

**3-YEARS PART-TIME**  
**THURSDAY 10am-5pm plus 6 SATURDAYS PER YEAR**  
**FEES 2016/2017: €2,000 per year. Payment options available.**

This programme aims to develop an understanding and analysis of theories and practices of addiction studies and community development. It will support the professional development of

people who are employed in the field of addiction studies and community development, people who work in the community in a voluntary capacity and people with an interest in addiction studies and community development.

*Open to applications for advanced entry to Year 3 (beginning September 2016) from candidates with a Level 6 Higher Certificate in a related area. Applications are treated on an individual basis and in accordance with ITC's policy on recognition of prior learning. The next intake to Year 1 is scheduled for September 2017.*

## Level 8 Bachelor of Arts in Early Childhood Education & Care QQI Level 8

**2-YEARS**  
**THURSDAY 10am-5pm plus 6 SATURDAYS PER YEAR**  
**FEES 2016/2017: €2,290 per year. Payment options available.**

The IT Carlow B.A. degree programme in Early Childhood Care and Education is a two-year (advanced entry) degree course designed to provide an exciting and challenging programme for those interested in working with young children in a range of educational setting.



An Cosán gratefully acknowledges the support and funding by the following state and corporate bodies







An Cósán  
 1986 **30** 2016  
 YEARS

**An Cosán** | Kiltalown Village Centre | Jobstown | Tallaght | Dublin 24  
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[www.ancosan.ie](http://www.ancosan.ie)

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