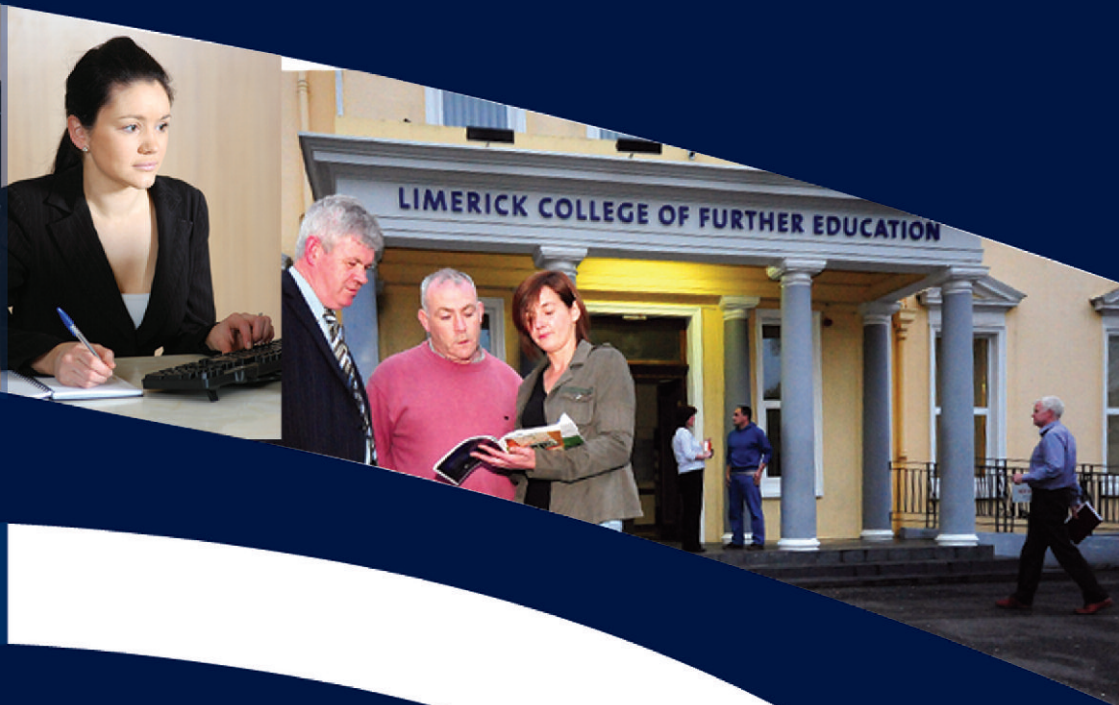




LIMERICK COLLEGE OF FURTHER EDUCATION
LIMERICK SENIOR COLLEGE
Coláiste Sinsearach Luimnigh

EVENING PROGRAMMES - JANUARY 2010



CHILDCARE
COMPUTER
LANGUAGE
MEDIA STUDIES

BUSINESS & PROFESSIONAL
ART BEAUTY CRAFT & LEISURE

DEGREES | DIPLOMAS | CERTIFICATES



LIMERICK COLLEGE OF FURTHER EDUCATION
LIMERICK SENIOR COLLEGE
Coláiste Sinsearach Luimnigh

**12 new courses for
January 2010**

**EVENING PROGRAMMES
JANUARY 2010**

**COURSES COMMENCE WEEK BEGINNING
MONDAY 25TH JANUARY 2010
AN APPLICATION FORM CAN BE FOUND AT
THE BACK OF THIS BROCHURE
OR
DOWNLOADED FROM
www.lcfe.ie**

**YOU CAN NOW REGISTER ONLINE AT
www.lcfe.ie**

**Register
Online**

The contents of this brochure are for information purposes only. No guarantee is given that the courses, syllabi or fees may not be altered, cancelled or otherwise amended at any time.

Mulgrave Street, Limerick

Tel: +353 (0)61 414344 **Fax:** +353 (0)61 414186

Email: adulted@lcfe.ie **Web:** www.lcfe.ie

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INTRODUCTION AND WELCOME



A warm welcome to Limerick College of Further Education.

Limerick College of Further Education (LCFE) has been offering part-time evening courses to adults for many years now. We are a major provider of further and adult education in the Mid-West, offering a wide range of programmes over many disciplines. We are delighted to present this brochure for January 2010 and invite you to join us on a programme of learning at the College.

Limerick College of Further Education regards learning as a lifelong pursuit and education as an important step in the adventure towards greater personal development and growth. The College continues its tradition of developing more educational opportunities to reflect the diversity of education needs of the adult learner of the Mid-West. It is both flexible and adaptable in meeting the needs of its learners and provides programmes and expert tuition over many fields of study with accreditation by a number of prestigious validating bodies. New courses for January 2010 include: CV, Job Search & Interview Skills, Believe & Achieve, Bridge Classes Advanced, Graphic Design, Personal Development and Flower Therapy, Introduction to Nutrition, Feltmaking, Garden Design Advanced, Film Theory, Word Processing, Spreadsheet Methods, Database Methods and 3D Visualisation, Interior Design Advanced.

We have added many new programmes to our offering this year. However, we are always interested in your feedback and new ideas and welcome suggestions and requests for specific programmes. You may contact the Adult Education Department or email us at adulted@lcfce.ie. We are always happy to hear from you.

DIRECTOR: Paul Patton

DIRECTOR OF ADULT EDUCATION: Cliona O’Kelly

ASSISTANT DIRECTORS: Sinead Cross
Arlene Douglas
Enda Finn

SPECIAL DUTIES: Eoin McCarthy
Carmel Ronan - Acting

ADMINISTRATOR: Marcella Gleeson

The contents of this brochure are for information purposes only. No guarantee is given that the courses, syllabi or fees may not be altered, cancelled or otherwise amended at any time.

ENROLMENT PROCEDURE

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

1 Enrolment at College:

Enrolment for Adult Evening Courses for January 2010 will take place at the College as follows:

Enrolment - January 2010

Thursday 7th	-	Thursday 21st	10.00am	-	3.00pm
Monday 11th	&	Wednesday 13th	5.00pm	-	7.00pm
Tuesday 19th	&	Thursday 21st	5.00pm	-	7.00pm

Existing Courses will re-commence on Thursday 7th January 2010 and **new courses** will begin on Monday 25th January 2010.

2 Online:

Register online for the course of your choice by logging onto our website and following the simple step by step registration process: www.lcfe.ie

3 By Post:

One may register by post by returning a completed application form and payment by cheque, bank draft, postal order. Please make payable to Limerick College of Further Education.

FOR SECURITY REASONS, WE CANNOT ACCEPT CASH.

Return application form(s) to:

Evening Programmes
Limerick College of Further Education
Mulgrave Street
Limerick

4 By Fax:

You may also apply by fax and pay by laser card. Fax: 061 414186

View our courses at: www.lcfe.ie, or for information email: adulsted@lcfe.ie

APPLICATION FORM AND TUITION FEES

Fees published in this brochure 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 Prospectus).

30% discount on tuition fees for:

- individuals in receipt of social welfare.
- all full time LCFE learners.
- all Senior Citizens.

Application forms cannot be processed nor places reserved without the payment of tuition fees. Cheques, bank drafts or postal orders should be made payable to Limerick College of Further Education. **FOR SECURITY REASONS, WE CANNOT ACCEPT CASH.**

REFUND POLICY

Course Cancellation:

For a course to commence it is necessary to enrol a minimum number of participants. If this number is not reached the course will be cancelled. Participants will be notified and a full fee refund will be processed automatically.

Viable Courses:

All other courses must remain viable and be self-financing; therefore, NO REFUNDS, under any circumstances, are available once a course commences.

Once a course commences participants cannot defer their place on that course to another term. It is the responsibility of the participants to inform themselves of the course content; course duration etc..

EXAMINATIONS

Learners are encouraged to undertake examinations of respective validating bodies. Learners will be informed by the Examination Officer and Tutor as follows:

Examination entry procedure and dates for examination entry:

It is the responsibility of the learner to register for all relevant examinations and pay the appropriate examination fee. Examination entry fees are non-refundable.

Dates for presentation of projects and assignments:

Projects cannot be accepted after the specified dates.

Dates of examination sitting:

These will be located on the examinations' notice board located on the ground floor and on the Adult Education notice board on the top floor.

ISSUE OF EXAM RESULTS & CERTIFICATES

Results for all **FETAC** examinations will be posted to respective learners in July of each year. **FETAC** certificates are posted to respective learners in October of each year.

Other validating bodies have their own timeframe for the issuing of results and certificates. Please consult their respective websites or contact the examination officer for further details.

CERTIFICATES OF ATTENDANCE

Certificates of Attendance are posted to respective learners within one month of course completion.

Certificates of Attendance are only issued where a learner has 70% attendance on the course.

CHANGE OF ADDRESS

The college needs to be informed of any change of address to ensure the prompt delivery of all correspondence, examination results, certificates etc. The college is not responsible for any delivery delays or non-delivery caused by a third party.

ASSIGNMENT | PROJECT SUBMISSION

Coursework will not be returned to learners once submitted for assessment. Learners are therefore advised to retain a hard copy of all coursework submitted. This is necessary both for the learner's own future reference and in the event of the tutor requesting a copy of the coursework, for whatever reason.

Electronic back-up copies should also be retained.

COLLEGE FACILITIES

PHOTOCOPYING

There are two learner photocopiers available for evening learners.

LIBRARY

The library is open from Mon – Thur, 6.45PM – 8.55PM; check library notice board for daytime opening hours.

Learners need a LEARNER ID card to use the library facilities. These cards are available in the library at a cost of €5. You require a passport photograph to receive a LEARNER ID card.

COMPUTER ROOMS

LCFE is constantly updating its computer facilities and currently has 8 state-of-the-art Computer Rooms, all of which are networked and connected to a high-speed internet connection.

CANTEEN

The canteen opening hours are Mon-Thur, 7.15PM-9.15PM. Access to hot drinks and snacks before or after these times is available via vending machines located on the ground floor.

ART BEGINNERS

AR001
AR002

Mon 19.30-21.30 (AR001) OR Tues 19.30-21.30 (AR002)

Duration: 10 WEEKS

Participant Profile:

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

Course 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 their different properties and create a finished work of art.
- Having completed this course participants will have an overall understanding of the creative process and complete a selection of original art works.
- This course may progress onto the 'Continuation Art Course' at LCFE.
- Certain basic drawing materials will be provided.

Tuition Fee €110

Accreditation: Certificate of Attendance

ART CONTINUATION

Course Code: AR003

Wed 19.30-21.30

Duration: 10 WEEKS

Participant Profile:

This course 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.

Course 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. The correct use of Acrylic, oil, gouache and watercolour paints will be covered.
 - 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 course on work in progress. This course serves as an excellent gateway to the Fetac Level 5 module in Painting.

Tuition Fee €110

Accreditation: Certificate of Attendance

THE ART OF SKETCHING

Course Code: **AR005**

Wed 19.00-21.00

Duration: 10 WEEKS

Participant Profile:

This course is suitable for people of all age groups who wish to create their own artistic drawings through a hands-on learning process and to explore their artistic potential.

Course Description:

- Media: carbon-lead & coloured pencils on various types of paper.
- Objects: garden flowers & still life.
- Techniques: understanding of essential elements of drawing such as shape / form / contrast / colour / texture / composition, through hands-on experience and practice.
- Special: turning water-soluble coloured pencil drawings into watercolour paintings.
- Outcomes: creating one or more art works of your own expressing your own individuality (e.g. postcard, greeting card) by the end of the course.

Tuition Fee €110

Accreditation: Certificate of Attendance

TEACHERS. CARERS. PARENTS. ART, DESIGN & CHILDREN'S IMAGINATIONS...

AR004

Tues 19.30-21.30

Duration: 8 WEEKS

Participant Profile:

This course is suitable for individuals working in a Creche, students taking Childcare and Teacher Training courses, Primary School Teachers and Parents. The course is tailored to suit children aged 4 to 10. This course can help to add to your creativity skillset and develop innovative ways of teaching Pre-school and Primary school children art and design skills. It is useful for people interested in developing childrens imaginations and lateral thinking. Through the experience of creating these art projects yourself, it can give you a renewed excitement and understanding in creativity, which will give you a different perspective when doing creative work with children.

Course Description:

- **Inspiration from Art Therapy**...looking at each individual and their creative approach to life, through Self Boxes & Mood pictures, Patchwork Quilt & "Follow the Leader" images, we explore the process of creating what makes each person so different....
- **Bringing Art History to Life** ...experiment with techniques from famous artists and see how this can help to bring an understanding and excitement to art history for children. From the colourful work of Henri Matisse to the Surrealist Salvadore Dali and the freedom of Jackson Pollock's paintings. It makes learning art history fun.
- **Witches Spellbooks and Rhyming** ... Children write their own spells and witch characters and create individual Magic Spells books and wands.
- **Design is problem solving** Creative thinking to stretch childrens imagination and help them to see how design problems can be looked at and questioned in different ways. From the design of an imaginary sweet shop to fantastical machines and adventure story books. This can help the lateral thinking process, useful in all problem solving.

Tuition Fee €100 Materials Fee €50

Accreditation: Certificate of Attendance

INTRODUCTION TO THE HISTORY OF ART AND ART APPRECIATION

Tues 19.00-21.30

Course Code: **HL029**

Duration: 10 WEEKS

Participant Profile:

This course is suitable for individuals of all ages who wish to develop their knowledge of the history of art as well as their art appreciation ability within an enjoyable, supportive and relaxed environment.

Course Description:

- Background into key movements within art history. ie., the Dutch golden age of painting, Neoclassicism, Romanticism, Realism, Cubism, Impressionism, Post-Impressionism, Expressionism, Orientalism & Surrealism.
- The characteristics of each period and how these characteristics reflected social movements of the day.
- Classical art and its hierarchy.
- The reaction to modern art and the Salons (exhibitions) of Paris
- Art historical influence on contemporary art practice – which will lead to a better understanding of contemporary works.
- Museum and gallery visits combined with artistic debate.

Tuition Fee €150

Accreditation: Certificate of Attendance

BEAUTY BODY MASSAGE

Tues 18.30-20.15

Course Code: **BE001**

Duration: 10 WEEKS

Participant Profile:

This course is suitable for individuals who wish to develop massage techniques.

Course Description:

- Oils
- Body Massage - head, neck, shoulders, face, feet,
- Basic Massage Strokes legs, hands, arms and back
- Touch and Contact
- * Loose comfortable clothing is recommended.

Tuition Fee €60 Materials Fee €50

Accreditation: Certificate of Attendance

BEAUTY SCULPTURED NAILS / NAIL EXTENSIONS

Course Code:

BE002 BE003
BE004 BE005

Wed 18.45-20.15 (BE002) OR 20.30-22.00 (BE003)
Thurs 18.45-20.15 (BE004) OR 20.30-22.00 (BE005)

Duration: 10 WEEKS

Participant Profile:

This course is suitable for individuals who wish to develop skills and techniques in the application and design of sculptured nails/nail extensions so that the participant can offer this service to the public.

Course Description:

The application of sculptured nails is an art in itself that takes time, precision and skill. Sculptured nails are semi-permanent nails made from a mixture of powder and acrylic liquid that are applied to the nail plate and tip to extend its length.

- Application of Sculptured Nails/Nail Extensions using Acrylic Products
- Refill Procedure
- Maintenance of Sculptured Nails/Nail Extensions
- Manicures: Theory and Practice
- Manicure Techniques including Nail and Hand Treatments

Tuition Fee €80 Materials Fee €50

Accreditation: Certificate of Attendance

BEAUTY WAXING & INDIAN HEAD MASSAGE

Course Code: BE006

Wed 19.30-21.30

Duration: 10 WEEKS

Participant Profile:

This course is suitable for individuals who wish to develop skills and techniques in Waxing and Indian Head Massage.

Course Description:

- Type of Waxes, Application and Removal
- Relaxation and Circulation
- Precautions and Aftercare Advice
- Indian Head Techniques
- Health, Safety and Hygiene Practices
- Effects
- History of Indian Head massage
- Uses for stress, tension, muscular aches and pains in shoulders and neck

Tuition Fee €80 Materials Fee €50

Accreditation: Certificate of Attendance

BELIEVE AND ACHIEVE

Course Code: **HL037**

Mon 19.00 – 21.00

Duration: 12 WEEKS

Participant Profile:

This course is suitable for anyone who

- Wishes to get out of debt & stay out of debt
- Wants to learn money management skills
- Wants to understand how investing works
- Wants to develop an awareness of who they really are
- Wants to eradicate their limiting beliefs forever
- Wants more out of life
- Wants to identify & clarify what they most want
- Wants to create and develop strategies to achieve their goals

Course Description:

- Introduction . How unexpressed emotions cause, fear, limiting beliefs, anger, pain etc.
- Limiting beliefs and values.
- Awareness of who you really are
- Continuation of awareness
- Personal debt. How to get out of debt and stay out of debt.
- Continuation of above and money management skills
- How to get started as an investor
- Playing a board game called cashflow. (This is a board game something similar to monopoly. Its fun to play and teaches investing skills)
- How to identify & clarify what you most want.
- Goals, how to set and achieve realistic goals within a set time period
- Visualisation & an exercise that goes with it
- How to manage your time effectively, so that you can free up an extra 10 hours per week

Presented by:

John Finnerty B.A.	M.L.B.C.A.I.	Life and Financial coach
Pat Mulcahy	M.L.B.C.A.I.	Life and Business coach
Pat Roche	M.L.B.C.A.I.	Life and Business coach

Tuition Fee €150

Accreditation: Certificate of Attendance

CARD MAKING INTRODUCTION

Course Code: **HL031**

Tues 19.00-21.00

Duration: 10 WEEKS

Participant Profile:

This course is suitable for people who would like to learn how to design their own personal greeting cards for various occasions.

Course Description:

- Birthday Cards
- Baby Cards
- Halloween Cards
- Christmas Cards
- Valentine Cards
- Wedding Invitations

Tuition Fee €110 Materials Fee €80

Accreditation: Certificate of Attendance

BRIDGE CLASSES

Thur 19.00-21.00

Course Code: **HL032**

Duration: 10 WEEKS

Participant Profile:

This course is suitable for beginners and also those individuals who wish to improve their bridge playing skills.

Course Description:

- Mini Bridge
- One level opening bids and responses
- One no trump opening and responses
- Basic card play for beginners
- Competitive bidding

Tuition Fee €110

Accreditation: Certificate of Attendance

** NEW FOR JANUARY 2010 **

BRIDGE CLASSES ADVANCED LEVEL 2

Tues 19.00-21.00

Course Code: **HL033**

Duration: 10 WEEKS

Participant Profile:

This course is suitable for individuals who wish to develop more advanced bridge playing skills.

Course Description:

- Revision, question and answer session
- Openers rebids:
- New suit
- No trumps
- Two level responses
- Bidding balanced hands
- Two over one response
- Slam bidding
- Practice play of each lesson

Tuition Fee €110

Accreditation: Certificate of Attendance

CREATIVE WRITING INTRODUCTION

Course Code: **HL002**

Wed 19.00-20.30

Duration: 10 WEEKS

Participant Profile:

This course is aimed at anyone who enjoys writing and who wish to develop their skills and confidence in their own creative writing skills, regardless of their level of experience. Creativity and idea-generating skills will be built through a mixture of group and individual work as participants are guided in creating, shaping and developing their ideas.

Course Description:

Through creative participation, the students will learn to:

- Identify and understand different kinds of ingredients which can be used in a story or poem eg. hooks, image, plot form etc
- Build confidence in their verbal creative abilities through simple improvisation
- Stimulate their imagination to produce new ideas
- Contribute creatively to group creations
- Develop ideas into full-length stories or poems
- Edit and shape their writing

Tuition Fee €110

Accreditation: Certificate of Attendance

CROCHET SKILLS

Course Code: **CR002**

Tues 18.45-20.45

Duration: 10 WEEKS

Participant Profile:

This course is suitable for individuals who wish to learn the skill of crochet and develop it into making accessories and garments.

Course Description:

- Basic stitches
- Incorporating basic stitches into patterns
- Develop skills to make an accessory
- Edgings and borders

Tuition Fee €110

Accreditation: Certificate of Attendance

CURTAIN AND CUSHION-MAKING

CR003

Course Code: CR004

Thurs 18.30-20.00 (CR003) or 20.15-21.45 (CR004)

Duration: 10 WEEKS

Participant Profile:

This course is suitable for individuals wishing to develop skills in the design and construction of soft furnishings for personal use or to gain employment.

Course Description:

- Construct Craft Items: curtains; blinds - roman, austrian; pelmets; swags; tails; tie-backs; cushions; patchwork cushions & quilts; wall hangings
- Craft Processes: cutting, joining, shaping and finishing; calculation of amount of material required; hand sewing techniques
- Tools and Equipment: measuring and cutting equipment; threading using domestic and industrial sewing machines etc.
- Research an Idea: identify theme of interest; source material; troubleshoot potential problems

Tuition Fee €80 Materials Fee €30

Accreditation: Certificate of Attendance

MANAGING YOUR PERSONAL FINANCES

Course Code: HL003

Wed 19.00-21.00

Duration: 10 WEEKS

Participant Profile:

Money: We rarely have enough of it and we often struggle to make best use of it. This programme is designed to help individuals on how best to manage their finances. It will provide a simple step by step guide and no nonsense approach and tips on how to equip you with the confidence and knowledge to take back control of your finances.

Course Description:

- Getting to know your spending habits
- Saving – creating a “fool proof” short and long term savings plan
- Planning for retirement – beating the retirement crisis
- Loans – knowing when you are in too deep
- Credit Cards – good housekeeping
- Money Management for children - introducing your child to money
- Property Ladder – choosing the best mortgage for you
- Sub-prime lending – what exactly is a sub prime mortgage
- Purchasing a property abroad - discover the secrets of successful overseas property purchase
- Over 60's borrowing – how to best unlock money from your home
- Protecting you and your family - how much life cover do you really need and why

Tuition Fee €150

Accreditation: Certificate of Attendance

FASHION DESIGN FASHION WEAR

Course Code: **CR005**

Mon 19.00-21.30

Duration: 10 WEEKS

Participant Profile:

This course is suitable for individuals with an interest in fashion design who wish to develop their skills in dressmaking and garment construction with a view to making and altering their own clothes. The course is suitable for beginners and those with basic sewing experience.

Course Description:

- Basic fashion design: trend forecasting, colour proportion, and fabric selection and preparation
- Pattern drafting and alteration: how to read and prepare commercial patterns for cutting.
- Sewing techniques: Seams, darts, zips, buttonholes, hems etc.
- Garment construction and finishing: learners are invited to make and finish a basic skirt and top of their choice.
- History of 20th Century Fashion

Tuition Fee €130 Materials Fee €30

Accreditation: Certificate of Attendance

FASHION DESIGN DRESSMAKING

Course Code: **CR006**

Tues 19.00-21.30

Duration: 10 WEEKS

Participant Profile:

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

Course Description:

- Pattern drafting and alteration: how to prepare and follow commercial patterns.
- How to take measurements and adjust patterns and garments to suit.
- Fabric preparation: how to lay and cut out pattern pieces.
- Sewing techniques: seams, darts, zips, buttonholes, hems, waistbands etc.
- Garment construction and finishing: learners are invited to make and finish a basic skirt and top of their choice.

Tuition Fee €130 Materials Fee €30

Accreditation: Certificate of Attendance

FASHION DESIGN

DRESSMAKING - CONTINUATION

Course Code: **CR011**

Wed 19.00-21.30

Duration: 10 WEEKS

Participant Profile:

This course is suitable for students who wish to improve their sewing skills and learn more advanced sewing techniques. This course is intended as a continuation from the beginner dressmaking and fashion wear courses and it is desirable that students would have attended either of these before attending this class.

Course Description:

- Pattern drafting and alteration: how to draft & adjust your own patterns for a skirt and top.
- How to mend/alter garments.
- Fabric treatments: fusing, bonding, dyeing, decorative trimmings, appliqué.
- Sewing techniques: concealed zips, facings, sleeves, collars, pockets, linings etc.
- Garment construction and finishing: learners are invited to make and finish a dress, trousers, jacket or lined garment of their choice.

Tuition Fee €130 Materials Fee €30

Accreditation: Certificate of Attendance

** NEW FOR JANUARY 2010 **

FELTMAKING

Course Code: **CR013**

Mon 19.00 – 21.00

Duration: 10 WEEKS

Participant Profile:

This course is suitable for individuals who wish to learn how to work and create designs with felt. The course is designed to introduce the individual to the world of useful, handmade, woolen accessories. You can create a mobile phone pouch, flower brooch and scarf – all yourself! All stunning colours! This is your opportunity to make and create.

Course Description:

- Feltmaking basics – making cords, balls, disks
- Joining threads, cords and balls into more complicated structures.
- Laying out a flat sample of felt and creating flaps
- Making a prefelt inlay
- Making pockets and a pouch for a mobile phone
- Felted 3d objects
- Creating different felted textures
- Felted samples – slits, holes and inserts
- Final Project – scarf or a pair of slippers

Tutor Profile:

Katarzyna Ramsey specializes in making scarves and slippers. Her works can be viewed at www.flickr.com/feltfieltrofilc

Tuition Fee €100 Materials Fee €30

Accreditation: Certificate of Attendance

FLORAL DESIGN

Course Code: **HL004**

Thurs 19.00-21.00

Duration: 10 WEEKS

Participant Profile:

This course is designed for those who love the ordinary and extraordinary skill of floral design.

Course Description:

- Basic Floristry: Posie, Arrangement, Sheaf and Wreaths and Hand Ties
- Weddings: Bridal and Church Flowers
- Occasions: Spring flowers etc
- Designer Floristry: Letting your artistic qualities flow

*Please note: There will be an additional fee of €7 to €10 per week for flowers.

Tuition Fee €70 Materials Fee €50*

Accreditation: Certificate of Attendance

FLORAL DESIGN ADVANCED

Course Code: **HL005**

Tues 19.00-21.00

Duration: 10 WEEKS

Participant Profile:

This course is suitable for those with a basic knowledge of floristry and wish to acquire a more advanced skills set in floral design.

Course Description:

- Designer Pieces
- Wedding Workshops
- Bridal Bouquets
- Church Arrangements
- Hotel/Conference Flowers
- Flowers for All Occasions

*Please note: There will be an additional fee of €7 to €10 per week for flowers.

Tuition Fee €70 Materials Fee €50*

Accreditation: Certificate of Attendance

GARDEN DESIGN BEGINNERS

Course Code: **HL006**

Tues 19.00-21.00

Duration: 10 WEEKS

Participant Profile:

This course is aimed at individuals who wish to learn the basics of garden design.

Course Description:

- Understanding plant names and descriptions
- History of gardening and introduction to different styles, e.g. Natural, Japanese, Contemporary, etc.
- Surveying and assessing the garden, microclimate and soil
- Principals of Design, introducing: scale; space; form; texture; tone; balance; harmony; repetition; and the use of colour.
- Planting for sun and shade, using the seasons to your advantage, and container gardening
- Learn about lighting and furnishing your garden

Tuition Fee €110

Accreditation: Certificate of Attendance

** NEW FOR JANUARY 2010 **

GARDEN DESIGN ADVANCED

Course Code: **HL036**

Wed 19.00-21.00

Duration: 10 WEEKS

Participant Profile:

This course is aimed at individuals who have the basics of Garden Design and wish to progress further.

Course Description:

- Introducing different contemporary styles in gardening, and themed design
- Drawing and sketching by hand and an introduction to Computer aided drawing (CAD)
- Gardening on vertical surfaces
- Creating a planting plan and plants schedule
- Designing a perennial scheme

Tuition Fee €110

Accreditation: Certificate of Attendance

INTRODUCTION TO GOLF

Course Code: **HL027**

Wed 19.00-20.30

Duration: 8 WEEKS

Participant Profile:

This course is suitable for men and women of all ages who wish to learn about the game of golf and develop a healthier lifestyle through the sport.

Course Description:

- Introduction to the game of golf, the general rules and some interesting facts.
- Overview of the functions and use of each golf club, becoming a member of a golf club, handicap rules, the GUI and the PGA.
- Demonstration of the game, rules, etiquette and scoring formats.
- Q & A sessions about the rewards in the professional game.
- Functions of a Caddie - their influence on the game and the rewards.
- Explanation in the Health & Safety aspect to the game of golf.
- One evening session at a local driving range or golf course with demonstrations in putting, chipping and driving.

Tuition Fee €100

Accreditation: Certificate of Attendance

HAIR UP-STYLES

Course Code: **HL007**

Mon 19.00-21.00

Duration: 10 WEEKS

Participant Profile:

This course is suitable for individuals and hairdressers who want to either learn or up-skill themselves with various techniques for hair up-styles.

Course Description:

- Introduction
- Interviews
- Hair Care
- Photo Shoot
- Blow-drying techniques
- Creativity
- Special Occasions

Tuition Fee €100 Materials Fee €60

Accreditation: Certificate of Attendance

MAKE UP TECHNIQUES

Course Code: **HL008**

Tues 19.00-21.00

Duration: 10 WEEKS

Participant Profile:

This course is suitable for individuals who want to learn basic skincare and Make-up techniques to suit their individual style.

Course Description:

- Introduction
- Skincare
- Corrective make-up techniques
- Day make-up
- Evening make-up
- Special Occasion make-up
- Photo Shoot

Tuition Fee €100 Materials Fee €60

Accreditation: Certificate of Attendance

** NEW FOR JANUARY 2010 **

INTRODUCTION TO NUTRITION

Course Code: **HL035**

Wed 19.00 -21.00

Duration: 10 WEEKS

Participant Profile:

This course would be of interest to individuals who are interested in food, what different food groups can do in your body and how nutrition can affect your health and lifestyle.

Course Description:

- Introduction to nutrition, what are the different food groups, what is a balanced diet.
- Macro and micro nutrients
- Protein-what it is made from. What does protein do in the body? What are different types of protein? Vegetable protein versus animal protein. What is a complete protein?
- Carbohydrates-what are they used for in the body? Simple v complex carbohydrates. What carbohydrates made from?
- Fat – what is fat made from? What does it do in the body? What are the different types of fats? “Good” versus “bad” fats
- Dairy products – what do we need dairy products for? What types of dairy products are there? Do you need dairy products to protect your body against aging?
- Vitamins and Minerals – what are these? What are the main vitamins and minerals? What do they do? How do they work in the body?
- Superfoods – what are these? Why are they superfoods? What do they do in the body? Examples of such foods.
- Water – why do we need to drink water? What does water do in the body? Is it ok to obtain water from tea, coffees, fizzy drinks, juices etc? Is filtered water better than tap water?
- Review on nutrition and diets for different groups such as babies, teenagers, adults, pregnant women etc.

Tuition Fee €110

Accreditation: Certificate of Attendance

INTERIOR DESIGN

HL009

Course Code: HL010

Mon 18.45 - 20.15 (HL009) OR 20.30-22.00 (HL010)

Duration: 10 WEEKS

Participant Profile:

This course is suitable for individuals who wish to develop a range of creative skills and apply them to improve their personal space in the domestic environment.

Course Description:

- Introduction to Interior Design
- Colour Schemes: starting points; mood & temperature; colour theory and colour exercises; develop your colour scheme; paint effects and finishes
- Design Principles: balance, rhythm, proportion, harmony & emphasis
- Lighting: various types and their appropriate use; electrical layout
- Space Planning: floor/room plans; furniture layout; kitchen planning/lighting
- Products: variety & quality of products; fabrics, flooring, carpets etc.
- Window Treatments: curtain design and types; roman and roller blinds; window poles; measuring windows for poles/ curtains/blinds etc.

Tuition Fee €110

Accreditation: Certificate of Attendance

INTERIOR DESIGN - ADVANCED

Course Code: HL038

Wed 19.00-21.00

Duration: 10 WEEKS

Participant Profile:

This course is suitable for individuals who wish to further develop their range of creative skills and apply them to improve their personal space in the domestic environment.

Course Description:

- **Design Studies** Blending & Mixing Colours, Creating Texture & 3D effects, Developing Patterns and Ideas.
- **Colour** Learning how to use the Colour Wheel, Developing Colour, Creating Colour Schemes, Influences of Colour.
- **Materials** Wall coverings, Paints, Carpets, Wood, Stone & Ceramic, Fabrics.
- **History** Learning the styles and influences of history on design through the ages, Greek, Roman, Renaissance, Georgian, Victorian.
- **Drafting** Learning Basic Drawing skills Floor Layouts & Elevations.
- **Lighting Design** The basics on how to use lighting to the best advantages, planning a lighting scheme and the different types of lighting available.
- **Ergonomics & Space-Planning** Learning how to making the best use of the space available to the Interior Designer.
- **Field Trip** A class trip to an Interiors Exhibition

Tuition Fee €110

Accreditation: Certificate of Attendance

DECORATE YOUR HOME FOR LESS

Course Code: **HL034**

Tues 19.00-21.00

Duration: 10 WEEKS

Participant Profile:

Turn your home into a fabulous refuge for less !!!

During these challenging economic times, we are striving for cheaper alternatives without sacrificing style. This course will assist learners in their quest to create their own ideal living space without the expense of the professionals.

Course Description:

- Interior Design for less
- Do It Yourself Ideas
- Budget Curtains
- Painting
- Create Your Own Artwork
- How to make a Headboard
- Decorate your Bathroom
- Wallpapering Tips
- Makeover Tips on A Budget

Tuition Fee €110

Accreditation: Certificate of Attendance

MOSAIC DESIGN FOR THE INTERIOR AND GARDEN

Course Code: **CR007**

Thurs 19.00-21.00

Duration: 10 WEEKS

Participant Profile:

This course is suitable for individuals wishing to acquire a knowledge in Mosaic design. Both traditional and modern applications of Mosaic will be explored. You will learn design skills, glass cutting, design layout, tiling and grouting. You will leave with one or more pieces of Mosaic Artwork. You will also have sufficient knowledge to Mosaic your bathroom, kitchen or create a piece for your garden.

Course Description:

- Background to Mosaic design
- Design techniques - colour and pattern
- Contemporary application of Mosaic
- Application of glass or tiles - Use of different
- Interior Mosaic on walls and floors adhesives
- Mosaic on furniture/vessels and garden sculpture

Tuition Fee €100 Materials Fee €50

Accreditation: Certificate of Attendance

CONTEMPORARY QUILTING, DESIGN EXPLORATIONS

Wed 19.30-21.30

Course Code: **CR008**

Duration: 10 WEEKS

Participant Profile:

This course is designed for those individuals who enjoy sewing and desire to expand their creativity using fabric as a medium. It is preferable to have some experience with quilting, but not necessary. This is a step by step process that anyone with the creative urge can master.

Course Description:

- Create a completely original contemporary quilt
- Begin with design principles; composition & colour analysis
- Pattern drafting
- Fabric Dying
- Construction
- Embellish the basic patchwork with a variety of methods to provide interesting textural qualities.

* Note: Additional material costs will be required at commencement of course

Tuition Fee €100 Materials Fee €60*

Accreditation: Certificate of Attendance

MANIPULATING FABRIC TO CREATE DESIGNS

Mon 19.00-21.00

Course Code: **CR012**

Duration: 10 WEEKS

Participant Profile:

This course is designed for individuals who are creative and enjoy constructing with fabric, who wish to learn a fun, easy new technique of fabric manipulation and design, while creating beautiful, original pieces of textile art.

Course Description:

- Working with a soldering iron; cutting, bonding, & mark-making with synthetic fabrics
- Machine stitching & fabric removal to create cut-work & appliqué
- Three-dimensional effects using wire framework
- Making objects with your newly created fabrics such as jewellery, buttons, & picture frames
- Embellish your art work with beads, embroidery & metallic foils

Tuition Fee €100 Materials Fee €50

Accreditation: Certificate of Attendance

PHOTOGRAPHY BEGINNERS

HL013

Course Code: HL014

Tues 18.45-20.15 (HL013) OR 20.30-22.00 (HL014)

Duration: 10 WEEKS

Participant Profile:

This module is suitable for individuals who wish to acquire skills and knowledge in film and/or digital compact and SLR cameras. Learners will also produce trade processed and darkroom prints.

Course Description:

- Cameras: introduction and overview of the main high street camera formats
- Digital Photography: introduction to digital cameras, software and printers
- Film: introduction to film cameras
- Darkroom: darkroom procedures and black/white printing
- Techniques: taking photographs, lenses and their functions, use of flash
- Practicals: photo shoots using available, domestic and studio lighting

Owning a camera is not a requirement

Upon completion of this course learners can avail of the opportunity of enrolling on the Photography Continuation course which will be accredited with the Fetac L5 Certificate Award in Photographic Techniques [N22809].

Tuition Fee €80 Materials Fee €50

Accreditation: Certificate of Attendance

PHOTOGRAPHY PHOTOGRAPHY TECHNIQUES

Course Code: HL015

Wed 19.00 – 21.30

Duration: 12 WEEKS

Participant Profile:

This course is suitable for individuals who are familiar with the basic operations of 35mm SLR camera and who wish to develop skills and techniques used by professional photographers. It will also enable the learner to develop skills in a variety of studio lighting set ups including portrait, still life and product photography.

Course Description:

- Practicals : photo shoots on location, in the studio and relevant to the awarding certificate
- Cameras: main functions of a digital and film SLR camera
- Camera accessories: lenses, flash, storage cards and films.
- Digital: exploration of the menus within a digital slr camera
- Darkroom Printing: sensitive materials, film processing, photo printing
- Portfolio: Build a portfolio of photographs for submission to Fetac L5 Certificate in Photography Techniques.

Tuition Fee €150 Materials Fee €60

Accreditation: FETAC L5, Photographic Techniques [N22809]

PHOTOGRAPHY DIGITAL

Course Code: **HL016**

Tues 19.00-20.30

Duration: 10 WEEKS

Participant Profile:

This course is suitable for individuals who are familiar with compact and/or 35mm SLR digital photography and who wish to develop their skills in digital photo capture, image manipulation, saving and printing.

Course Description:

- Introduction to compact, mid range and professional digital cameras
- Detailed overview of the functions and modes of a typical compact and mid range digital camera
- Detailed overview of the functions and modes of a professional digital SLR camera
- Photo shoot with emphasis on the basic skills required to take a good well composed photograph
- Overview of the domestic digital photo lab, focusing on the computer specifications required for photo processing
- Introduction to image manipulation software with emphasis on Photoshop
- Practical demonstration in importing images using a variety of sources such as a digital camera, flat bed scanner and a negative scanner
- Introduction to studio portrait photography
- Photo shoot with emphasis based on lens types, makes and functions.

Tuition Fee €100 Materials Fee €60

Accreditation: Certificate of Attendance

PHOTOGRAPHY DIGITAL [FETAC]

Course Code: **HL017**

Thurs 19.00-21.30

Duration: 12 WEEKS

Participant Profile:

This course will offer a broad and comprehensive overview to the theory and practice of digital photographic production. It will provide the learner with critical and academic skills who may wish to pursue further education or employment within the digital photography field.

Course Description:

- Skills: acquire skills in all aspects of digital photography capture with an emphasis on 35mm digital SLR cameras and lenses
- Additional equipment: explore digital photography accessories including portable/studio flash, flash accessories, product table, backdrops/supports and reflectors
- Photo shoots: emphasis on themes relevant to the awarding certificate
- Software: develop skills in photo manipulation using Adobe Photoshop
- Portfolio: Build a portfolio of photographs for submission to Fetac L5 Certificate in Digital Photography.

Tuition Fee €150 Materials Fee €60

Accreditation: FETAC Level 5, Digital Photography L22565

PHOTOGRAPHY BLACK AND WHITE DARKROOM PRACTICES (BEGINNERS)

Course Code: **HL030**

Mon 19.00-21.30

Duration: 12 WEEKS

Participant Profile:

This course is suitable for individuals who wish to acquire skills and knowledge in traditional darkroom film processing and printing. Learners will produce their own chemical based black and white film and prints.

Course Description:

- Cameras: introduction and overview of the main high street camera formats and pinhole cameras
- Film: introduction to b/w and c41 b/w film, film processing and film filing
- Darkroom: darkroom procedures and black/white printing
- Techniques: various darkroom procedures using multigrade fiber and resin papers, dodging and burning, photograms and contact sheets.
- Practicals: photo shoots using available, domestic and studio lighting

Tuition Fee €150 Materials Fee €100

Accreditation: FETAC Level 5, Photography E20011

UPHOLSTERY

Course Code: **CR010**

Tues 19.00-21.00

Duration: 10 WEEKS

Participant Profile:

This course is designed for individuals with no previous experience of upholstery and who wish to learn and develop creative and design skills.

Course Description:

- Measure and record sizes accurately
- Repair and/or restore the frame as required
- Recognise the characteristics of a range of basic upholstery fabrics and fillings
- Prepare fabrics for cutting and stitching/fixing and make an accurate lay/cutting plan
- Stitch by hand and machine as required
- Apply traditional techniques

Tuition Fee €80 Materials Fee €30

Accreditation: Certificate of Attendance

PILATES

HL018

Course Code: HL019

Thurs 18.45-19.45 (HL018) OR 20.00-21.00 (HL019)

Duration: 10 WEEKS

Participant Profile:

Pilates (pronounced Pih-lah-teez) is a type of physical and mental conditioning using well-designed, choreographed movements properly performed and in a balanced sequence. It can be practiced by anyone, regardless of age or fitness level. No previous exercise experience is necessary.

Course Description:

- Improve your shape, promote flexibility and remedy any postural problems by re-aligning your body structure to its natural balance.
- Promote stability in the “core” or “centre” of the body - around your middle where the muscles that support your spine are located - and in the shoulder girdle and pelvis
- Work every muscle-group in the body, with special attention to the muscles that stabilise the joints.
- * Please bring a bath towel to all exercise classes.

Tuition Fee €110

Accreditation: Certificate of Attendance

POTTERY AS A HOBBY INTRODUCTION

Course Code: CR009

Wed 19.00-21.00

Duration: 10 WEEKS

Participant Profile:

This course is designed for individuals of all levels who wish to learn and develop skills to create unique pieces of their own.

Course Description:

- Introduction to working with clay
- Materials and equipment
- Handbuilding techniques
- Use of plaster moulds
- Decorating techniques: Printing on ceramics, slip decorations graffito.

Tuition Fee €65 Materials Fee €45

Accreditation: Certificate of Attendance

FLAMENCO DANCE BEGINNERS AND IMPROVERS

HL021

Course Code: HL022

Mon 19.00 – 20.00 BEGINNERS [HL021] OR
20.15 – 21.15 IMPROVERS [HL022]

Duration: 10 WEEKS

Participant Profile:

This enjoyable course is suitable for those men and women who want to learn or improve flamenco dancing. This dance course is suitable for all ages and a partner is not required.

Course Description:

- Flamenco Technique: upper body movements, footwork and body percussion
- Approach to flamenco dance music
- Choreography: Tangos, alegrías, bulerías,...

Tuition Fee €110

Accreditation: Certificate of Attendance

TAI CHI CHUAN

HL022

Course Code: HL023

Wed 18.45-20.15 (HL022) OR 20.30-22.00 (HL023)

Duration: 10 WEEKS

Participant Profile:

This course is suitable for individuals wishing to learn more about this Chinese art, an art that is used in the Western world to relieve stress and relax the mind.

Course Description:

- Increase your vitality and clarity of mind
- Gentle exercises and movements to improve health and well being
- Reduce stress levels, improve posture
- Relax and have fun learning Tai Chi
- No special clothing is required; however, a tracksuit and flat soles are highly recommended.

Tuition Fee €110

Accreditation: Certificate of Attendance

THE GOLD WITHIN

Course Code: HL024

Wed 19.00-21.00

Duration: 10 WEEKS

Participant Profile:

This programme is dedicated to helping you make conscious decisions in your Personal Development and courageously follow through on them. The programme will help you learn to live more consciously, to summon the courage to face the unfaceable parts of your life, and to solve the deep problems you've not yet been able to solve. You will learn practical ideas to make important changes in your life, both big and small, so you can get your life on track and start living up to your potential.

Course Description:

- Confidence – is the key to living your dreams
- You are what you think
- Learn to reach your Goals – automatically and effortlessly
- Develop the perseverance you need to succeed
- Manage your stress once and for all
- Motivation – Cultivate burning desire to keep you moving towards your goals
- Overcoming procrastination – defeat the thief of time
- Courage – summon the inner strength to take action in spite of fear
- Work/Career – build a career you are truly passionate about
- Momentum – develop the ongoing habit of success that keeps your energy & enthusiasm high
- Problem solving – confront and solve the hard problems of life, from business to relationships
- Balance – enjoy the feeling of inner peace by balancing all areas of your life
- Fulfilment – experience pervasive lifelong fulfilment by living consciously according to your deepest values and beliefs
- Consciousness – raise your awareness and live more consciously than ever before.

This Programme is Life Changing, the first of its kind to be run in Ireland. So act now and Start living the life you've always dreamed of! Book your place on this amazing Programme Today!

Tuition Fee €150

Accreditation: Certificate of Attendance

EMOTIONAL FREEDOM TECHNIQUES

Course Code: **HL026**

Tue 19.00-21.00

Duration: 8 WEEKS

Participant Profile:

EFT (Emotional Freedom Techniques) is a new and refreshing approach; in essence, it is a psychological version of acupuncture except that there are no needles, nor any equipment involved. It works by a person 'tuning in' or thinking about their problem/s or emotional issue/s, whilst stress relief points are gently stimulated by tapping on them with their fingertips. It is the gently tapping that provides the meridians with a 'balancing effect' that replaces emotional distress with a form of calm and peace. Like acupuncture and acupressure, EFT works by impacting directly upon the body's energy flow. EFT is a great additional modality for any Councillor, Therapist, Psychotherapist and Psychologist to have as a tool in their toolbox.

Course Description:

- WEEK 1 - Introduction to EFT, what is a negative emotion & tapping acupuncture points.
- WEEK 2 - Meridians and how to do the set up to deal with the problem/s and issue/s.
- WEEK 3 - How EFT is used and what to say & how to rate a problem or issue.
- WEEK 4 - Meridians and how they effect us and practising EFT.
- WEEK 5 - Psychological Reversal, what it is & how it affects us.
- WEEK 6 - Toxins and other procedures that help with EFT.
- WEEK 7 - How to go through the layers of any issues for yourself.
- WEEK 8 - Using EFT, certificate of completion and discussing Level 2.

Learners who have completed Level 1 will have the opportunity to progress onto Level 2.

Tuition Fee €100

Accreditation: Certificate of Attendance

PERSONAL DEVELOPMENT AND FLOWER THERAPY

** NEW FOR JANUARY 2010 **

Course Code: **HL011**

Mon 19.00 – 21.00

Duration: 10 WEEKS

Participant Profile:

Flower remedies are a natural way to help you cope with everyday life and achieve well-being. Sometimes life can be challenging, having to deal with daily routines. At times, when we are faced with difficulties we can feel it is all too much. Bach flower remedies, combined with self improvement techniques can help one overcome situations that keep one down and perceive one's life through new eyes. In this practical and theoretical course, you will develop some new skills and will learn Bach flower remedies for your own use.

Course Description:

- **WEEK 1:** Introduction to Flower remedies.
- **WEEK 2:** Introduction to Personal Development: building self-esteem, resilience, cognitive restructuring, self-control, mindfulness, Assertive behaviour, stress and anxiety management.
- **WEEK 3:** Bach principles, the nature of disease and health. Stress management.

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PERSONAL DEVELOPMENT AND FLOWER THERAPY

Mon 19.00 – 21.00

Course Code: **HL011**

Duration: 10 WEEKS

[Continued From Previous Page]

- **WEEK 4:** Fear/ Face your fears. Anxiety management.
- **WEEK 5:** Uncertainty, know your mind. Developing resilience and self-control.
- **WEEK 6:** Insufficient interest in the present/ living in the here and now. Mindfulness and cognitive restructuring.
- **WEEK 7:** Loneliness/ reaching out to the others. Building self-confidence and the ability to communicate effectively with others. Oversensitivity to influences and ideas/ Standing your ground. Assertive behaviour.
- **WEEK 8:** Despair/ Finding joy and hope. Mindfulness and building self-esteem.
- **WEEK 9:** Care for the welfare of others/ live and let live. Tolerance, flexibility and detachment.
- **WEEK 10:** Closure and Summary.

Tuition Fee €110

Accreditation: Certificate of Attendance

LIFE WRITING

Mon 19.00-21.00

Course Code: **HL025**

Duration: 8 WEEKS

Participant Profile:

Life Writing is a creative, non-fiction medium for any individual who wishes to tell a story from their life.

Memoir is a unique form of life writing that allows the author to confront and contemplate a significant period in their life and through the creative process share their experience and insights with others.

If you have a life story that you have been waiting to write, and if you would like to learn more about life/memoir writing this is the course for you. Join this creative supportive environment and begin the journey of writing stories from your life.

Course Description:

- What is life Writing?
- Exploration into the personal and cultural value of life writing.
- Making decisions about the structure and style of work.
- Role of truth and integrity in life writing.
- Discussion about the responsibility of writing about others.
- Importance of finding a voice.
- Communal exchange of work in progress.

Tuition Fee €100

Accreditation: Certificate of Attendance

ENABLING PARENTS

Course Code: **HL028**

Thurs 19.00-21.00

Duration: 10 WEEKS

Participant Profile:

This course is suitable for all parents who wish to enhance their relationship with their children and get the very best from their children and indeed themselves. For those who are about to become Parents and all who work with children.

Enabling Parents is a dynamic new approach to parenting. Enabling Parents is an Opportunity for parents to learn new skills, share experience with other parents, positively and deliberately impact their children's development, have fun, learn how to deal with the new challenges of parenting in today's world, improve your confidence and many other personal skills.

You have an opportunity to learn skills that will transform your relationship with your children. You are not required to be a genius or psychologist to understand and apply what you learn in this programme! Just turn up, learn, enjoy and apply what you learn when you get home.

Course Description:

- Stress management for ourselves and our children
- Boosting our Confidence and that of our children
- Helping with Learning difficulties
- Meeting Parental Needs
- Meeting Children's Needs
- Self-esteem for ourselves and our children
- Communication with Children
- Goals
- Health & Wellbeing
- Behaviour Management
- Coping skills

Tuition Fee €110

Accreditation: Certificate of Attendance

*LCFE is now offering a 30% Discount
on tuition fees for:*

- *individuals in receipt of social welfare -*
- *all full time LCFE learners -*
- *all Senior Citizens -*

ACCOUNTING

MANUAL AND COMPUTERISED

Thurs 19.00-21.30

Course Code: **BP003**

Duration: 12 WEEKS

Participant Profile:

This course is suitable for individuals who wish to acquire the knowledge and skills necessary to manage accounts manually and on computer in a small to medium sized organisation. It is advised that you have a basic knowledge of double-entry bookkeeping prior to enrolling on this course.

Course Description:

- **Accounting Principles:** Terms; standards; concepts; calculate depreciation; value stock; extract a Trial Balance; produce a Profit and Loss account, a Balance Sheet; calculate ratios - liquidity, profitability, efficiency etc.
- **Computer Principles:** List a range of integrated accounts packages; data accuracy, security and confidentiality; Data Protection Act etc.
- **Computerised Practice:** Set up company parameters; enter opening balances; enter budget figures; process transactions - sales, purchases, returns, payments, receipts; process adjustments -prepayments, depreciation, bad debts; reconcile bank account with bank statement; complete VAT returns; produce financial statements -trading profit and loss account, balance sheet etc.

Tuition Fee €220

Accreditation: FETAC Level 5: Component Certificate in Accounting - Manual and Computerised, B20001

BOOKKEEPING

MANUAL AND COMPUTERISED

Tues 19.00-21.30

Course Code: **BP004**

Duration: 12 WEEKS

Participant Profile:

This course 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.

Course Aims:

Learners who successfully complete this course will:

- acquire an understanding of basic bookkeeping concepts and terminology;
- acquire the knowledge and skills to record transactions in a manual accounts system and draw up a trial balance;
- understand the main components of a computer system, and acquire the skills to carry out various bookkeeping tasks;
- appreciate the importance of data accuracy and confidentiality in financial transactions.

Continued Overleaf

BOOKKEEPING MANUAL AND COMPUTERISED

Course Code: **BP004**

Tues 19.00-21.30

Duration: 12 WEEKS

Continued From Previous Page

Course Description:

- Preparing: sales / purchase / bank lodgements / bank payments / petty cash books and 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

Tuition Fee €220

Accreditation: FETAC Level 5: Component Certificate in Bookkeeping - Manual & Computerised, B20137

BUSINESS COMMUNICATION AND PRESENTATION SKILLS

Course Code: **BP007**

Wed 19.00-21.00

Duration: 10 WEEKS

Participant Profile:

This course is suitable for individuals who wish to acquire the critical communication and presentation skills necessary to successfully operate at different levels of an organisation. Speaking in public and delivering presentations are recognised as some of the more difficult things to do. This course will enable you to create and deliver confident and inspiring presentations that will impress and persuade your audience. It will also give basic training on preparing written business communication documents.

Course Description:

- The process of communication
- Communication in organisations
- Written communication and style
- Preparing and writing business reports
- How to plan & prepare a presentation that will engage & convince your audience
- How to use visual aids and handouts
- How to use the key communication skills to make an impact
- How to handle questions and interruptions
- How to use PowerPoint effectively

If you want to impress your audience, why not use Powerpoint by creating slideshows with graphics, animations and multimedia.

Tuition Fee €150

Accreditation: Certificate of Attendance



LIMERICK COLLEGE OF FURTHER EDUCATION
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Computers:

- AutoCAD • Computers - Beginners • Continuation • Keyboard Skills • ECDL • JEB Diploma
- Photoshop • Programming • Internet & Email • Website Design • Word Processing**
- Spreadsheet Methods** • Database Methods** • 3D Visualisation**

Professional & Business:

- Accountancy • Business Diploma / Degree • Bookkeeping • Event Management
- Graphic Design • HR Development • Interior Design • Legal Studies • Payroll
- Radio Production • Start Your Own • Business & Safety & Health at Work • Retail Display
- Retail Administration • Public Relations • CV, Job search & Interview Skills • Customer Service
- CV, Job Search & Interview Skills ** • Graphic Design - FETAC Certified**

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- Montessori in Early Childhood • Supervision in Childcare & Working in Childcare
- Introduction to Psychology • Applied Social Studies

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10AM - 3.00PM
- Mon 30th August,
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Email: adulted@lcfe.ie | Web: www.lcfe.ie

DOOR SECURITY PROCEDURES

Course Code: **BP008**

Tues 19.00-21.30

Duration: 10 WEEKS

Participant Profile:

This course is suitable for individuals who wish to work as security personnel on doors of pubs, nightclubs, fast food outlets and theatres. Satisfactory completion of this course meets with licensing requirements of the Security Induction Training within the Guarding Services Standard IS999-2004. The Private Security Services Act 2004 and the Private Security Authority are the licensing mechanisms for those operating or wishing to operate within the private security sector.

Course Description:

- Duties and responsibilities
- Fire prevention and Safety Procedures
- Practical and Emergency Procedures

Tuition Fee €220

Accreditation: FETAC Level 4: Component Certificate L12275

CUSTOMER SERVICE

Course Code: **BP009**

Tues 19.00-21.30

Duration: 12 WEEKS

Participant Profile:

This course is suitable for individuals who wish to improve their skills and knowledge required to perform effectively as a representative of an organisation. It will empower the learner to deliver quality customer care in any industry.

Course Description:

- Customer Focus
- Customer Contact Skills
- Delivering Quality Service
- Consumer Legislation
- Professional Telephone Techniques

Tuition Fee €220

Accreditation: FETAC Level 5: Component Certificate D20151

Participant Profile:

This course is suitable for individuals who want to build a graphic design portfolio to enter art college, take a step towards working as a designer, or learn design skills to improve their design/marketing communications within their organisation.

Course Description:

- Understand the principles of Graphic Design
- Analyse case studies, understand how design works
- Create design projects from brief to final design solution within time constraints
- Critical evaluation of design work done
- Develop design strategies
- Research, understand context and background of project set
- Create sketchbooks and develop ideas
- Understand the balance of design, Layout, image, colour and typography
- Understand how to select and scale images
- Develop detailed understanding of typography
- Basic Computer skills
- Understand production and print
- Develop presentation skills

Tutor Profile

Delivered by Cliona Geary, award winning Graphic Design Consultant with 17 years experience in Ireland and the UK.

Tuition Fee €220

Accreditation: FETAC Level 5: Component Certificate
in Graphic Design A20071

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Visit our Website - www.lcfe.ie*

*There will be a high demand
for courses, so you are advised
to book your course early.*

BUSINESS LAW SINGLE SUBJECT

Course Code: **BP018**

Thurs 20.30-22.00

Duration: 12 WEEKS

Participant Profile:

This course is suitable for those with an interest in law and/or is seeking a recognised qualification in order to enhance their career and employment prospects.

Course Description:

- Essentials of Contract; Contents of Contract; Defective Contracts; Discharge
- Contract and Remedies for Breach
- Employment Law, Law of Tort, Law of Agency
- Types of Companies and Their Creation; Corporate Finance; Loan Capital, Receivers, Liquidators & Examiners; Company Meetings.

Accreditation: This single subject can be combined with other single subjects to gain a Professional Qualification. See www.icm.ac.uk.

Tuition Fee €220

Accreditation: See note above

HUMAN RESOURCE DEVELOPMENT SINGLE SUBJECT

Course Code: **BP021**

Thurs 19.00 – 20.30

Duration: 12 WEEKS

Participant Profile:

This course is suitable for those with an interest in HR and/or is seeking a recognised qualification in order to enhance their career and employment prospects in the Human Resources field.

Course Description:

- The nature HRM and the different perspectives of it
- The nature of organisation and management
- Resourcing the Organisation
- Human Resource Planning
- Job Design
- Recruitment and Selection

Accreditation: This single subject can be combined with other single subjects to gain a Professional Qualification. See www.icm.ac.uk.

Tuition Fee €220

Accreditation: See note above

FRONTLINE MANAGEMENT

IMI CERTIFICATE

Mon 19.00-22.00

Course Code: **BP017**

Duration: 12 WEEKS

Participant Profile:

Many people work in frontline jobs in Irish industry. If organisations are to function well, this first level of management must be skilled to do its job efficiently. Now, more than ever, employers look for formal qualifications in the selection and promotion of supervisory, team leading and management staff. The new revised Certificate in Frontline management from the Irish Management Institute (IMI) is designed to address this need and build a high level of competence in front line managers in Irish industry.

What will the Certificate in Front line Management do for you:

- It will provide an excellent introduction to management training.
- It will equip you with the skills and techniques which you can draw on throughout your management career.
- It will prepare you to play a full role in management of an enterprise.
- It will provide a solid foundation for future study in the subject of management.

Course Description:

- Understanding your role & context
- Planning & Goal Setting
- Aligning Goals & Resources
- Build an enabling culture
- Review & renew
- Leadership

Tuition Fee €350 IMI Reg. Fee €350

Accreditation: HETAC Level 6

Register Online!
Visit our Website - www.lcfe.ie
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PAYROLL MANUAL AND COMPUTERISED

Course Code: **BP022**

Mon 19.00-21.30

Duration: 12 WEEKS

Participant Profile:

This course 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.

Course 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.

Tuition Fee €220

Accreditation: FETAC Level 5: Component Cert in Payroll
- Manual & Computerised (B20138)

PERSONAL EFFECTIVENESS IN THE WORKPLACE

Course Code: **BP023**

Thurs 19.00-21.30

Duration: 12 WEEKS

Participant Profile:

This course is suitable for individuals who wish to develop, practice and gain credit for a range of key generic personal and interpersonal skills which are important in dealing with many situations in the workplace. Learners who successfully complete the programme will become more familiar with the organisation in which they are active and will work more effectively within that organisation.

Course Description:

- Organisational Awareness
- The Individual and the Organisation
- Problem Solving
- Presentation Skills
- Effective Meeting Skills
- Participating in Group

Tuition Fee €220

Accreditation: FETAC Level 5: Component Cert in
Personal Effectiveness in The Workplace (G20033)

SAFETY AND HEALTH AT WORK

Course Code: **BP024**

Thurs 19.00-21.30

Duration: 12 WEEKS

Participant Profile:

This course is suitable for individuals who wish to promote, maintain and apply the principles and procedures of health and safety in the workplace.

Course Description:

- Safety, Health and Welfare at Work Act, 1989; Health and Safety Authority
- Safety statement; safe and healthy working practices
- Risk factors, hazard identification and risk assessment in the workplace; mechanical and electrical equipment; safe lifting and handling techniques
- Accidents - causes, prevention, procedures, reporting and recording
- Fire-related issues - causes, prevention, procedures, equipment etc.
- Safety signs; first aid kit; infection control etc.

Tuition Fee €220

Accreditation: FETAC Level 5: Component Cert in Safety and Health at Work (D20165)

START YOUR OWN BUSINESS

Course Code: **BP020**

Tues 19.00-21.30

Duration: 12 WEEKS

Participant Profile:

The course is designed for individuals who require the skills and knowledge to start a business and understand the issues involved in doing so. It will provide the participant with real life experience of investigating and evaluating a business idea.

Course Description:

- The Business Environment: PESTLE factors; SMEs; ethics; etc.
- Planning and Decision Making: business opportunities; various agencies; market research; legal and statutory requirements; SWOT analysis; etc.
- The Business Plan: main elements; feasibility study; cost the development of product or service; determine sources of finance; compile a business plan etc.
- Implementation: design a prototype; devise a production/ delivery schedule; apply a marketing strategy & accounting procedure; produce product or supply service; monitor quality, costs etc.
- Evaluation and Review: evaluate all stages of the process; compare targets with actual results; identify areas of success and areas that require improvement; outline future plans for product/service etc.

Tuition Fee €220

Accreditation: FETAC Level 5: Component Cert in Start Your Own Business (B20153)

PUBLIC RELATIONS

Course Code: **BP028**

Tues 19.00-21.30

Duration: 12 WEEKS

Participant Profile:

Good and effective Public Relations is central to the success of any business or organisation. This course is suitable for individuals who wish to develop a general understanding of the main elements of Public Relations. Learners will have the opportunity to gain the knowledge and practical skills required to carry out effective Public Relations.

Course Description:

- Public Relations Theory, Planning and Management
- Media Relations
- Methods of Communication through the media
- General areas of Public Relations

Tuition Fee €220

Accreditation: FETAC Level 5: Component Cert in Public Relations (L20043)

RETAIL DISPLAY

Course Code: **BP026**

Thur 19.00-21.30

Duration: 12 WEEKS

Participant Profile:

This course is suitable for individuals who wish to acquire or update skills in the area of retail display. The course would appeal to anyone working in a retail setting or learners who wish to prepare for employment in retail display or visual merchandising. Learners will have the opportunity to plan and construct retail displays applying a range of techniques.

Course Description:

- Different types of display
- Merchandising
- Selling Positions
- Display Techniques
- Thematic Displays
- Use of Colour in merchandising and display
- Use of graphics in display
- Contribution of lighting to display

Tuition Fee €220

Accreditation: FETAC Level 5: Component Cert in Retail Display (B20036)

RETAIL ADMINISTRATION

Course Code: **BP027**

Thurs 19.00-21.30

Duration: 12 WEEKS

Participant Profile:

This course is suitable for individuals who wish to gain an understanding of the administrative functions involved in a retail organisation. The course would appeal to anyone working in a retail setting or learners who wish to prepare for employment in a retail organisation. The course provides for the development of the practical skills required to perform the necessary administrative duties in a retail organisation.

Course Description:

- Features of a retail organisation
- Financial Aspects of Retailing
- Legal Aspects of retailing
- Stock Control
- Processing Business Documents

Tuition Fee €220

Accreditation: FETAC Level 5: Component Cert in Retail Administration (B20035)

** NEW FOR JANUARY 2010 **

CV, JOB SEARCH & INTERVIEW SKILLS

Course Code: **BP029**

Thurs 19.00- 21.00

Duration: 8 WEEKS

Participant Profile:

This course is designed to help individuals who are actively looking for employment or individuals who wish to change career or advance within career. The course will enable individuals to identify their own key strengths when applying for a job or pursuing a career path.

Course Description:

- **Job Search**
Sources, Websites, Recruitment Agencies, Direct/Unsolicited Applications, Networks, Cover letters, Delivery Methods.
- **Compiling Professional CV**
Purpose of CV, Layout, Content, Use of passive/active words and language, Do's/ Don't's
- **Interviews**
Different types of interviews, Purpose of interviews, How to research, Preparation, Do's/ Don't's, Types of questions, Psychometric/ aptitude tests and assessment centres.

Tuition Fee €110

Accreditation: Certificate of Attendance

USING NETWORKING TO GAIN EMPLOYMENT

HOW TO NETWORK EFFECTIVELY

Course Code: **BP030**

Tues 19.00-21.00

Duration: 8 WEEKS

Participant Profile:

This course is designed to give participants the practical tools and confidence to build up a network of contacts relevant to their job search and become pro-active rather than reactive in their job search. It is suitable for those looking to improve their chances of finding suitable employment and for those currently employed who want to be pro-active about seeking out their next career move.

Course Description:

- Understanding the Hidden Job Market - 70% of available jobs don't get advertised.
- How do I tap into the Hidden Job Market
- I don't have a network - where do I start?
- Step by step guide to building up a network of people that will be of benefit to you
- Networking without cringing - you are not asking them for a job, you are making them aware of what you can do - there is a BIG difference
- How to / and not to, use the internet to network
- What do I say? How to prepare and deliver your networking pitch
- What do I have that makes me interesting to the person I am trying to network with?
- How do others see me and my skills?
- Believing in your own value
- Networking over the telephone and in person
- Preparing a one page "pitch" document - what are my key messages?
- The importance of follow-up - how to create a weekly action plan
- Preparing for a follow-up meeting - informal or not, this needs Interview style preparation
- Interactive practice for follow-up meetings / interviews
- Anticipating what I will be asked
- Giving confident and complete answers

Tuition Fee €110

Accreditation: Certificate of Attendance

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COMMUNITY DEVELOPMENT

Course Code: **BP031**

Mon 19.00-21.30

Duration: 10 WEEKS

Participant Profile:

This course is suitable for individuals who are involved or who would like to get involved in working in a community development area.

Course Description:

- Funding applications and fund raising ideas
- Understanding PR and Press Releases
- Communication Skills:
 - Listening Skills
 - Conflict resolution
 - Preparing participants for 15 minute presentations
- Committee skills and project management

Tuition Fee €150

Accreditation: Certificate of Attendance

CARE OF THE CHILD WITH SPECIAL NEEDS

CC002

Course Code: **CC003**

Tues (CC002) OR THURS (CC003) 19.00-21.30

Duration: 14 WEEKS

Participant Profile:

This course is suitable for individuals wishing to develop the knowledge and practical experience to deal with issues arising with children with special needs.

Course Description:

- Concept of "Need" as it relates to disability and the Child with special needs
- Current Legislation and Policies
- Symptoms and treatments for disabilities - Down's Syndrome, Spina Bifida, Cerebral Palsy; language, hearing, visual and sensory impairments etc.
- Emotional and behavioural disorders
- Responsibilities, difficulties, procedures and policies relevant to Carers
- Good Practice for people working with children with Special Needs
- Assessment: Two Projects

Tuition Fee €230

Accreditation: FETAC: Understanding Special Needs (D20187)

COMPUTER APPLICATIONS BEGINNERS

CO003
CO004
CO005

Course Code:

Mon (CO003) OR TUES (CO004) OR THURS (CO005) 19.00-21.30

Duration: 10 WEEKS

Participant Profile:

This course is suitable for individuals with no previous knowledge of computers. It is designed to introduce and develop one's knowledge of the Personal Computer.

Course 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

*Do you wish to understand the essential elements of computer hardware and software?
Apply early for a place on this popular course.*

Tuition Fee €150

Accreditation: FETAC Level 3: Component Certificate
in Computer Literacy, BF0133

COMPUTER APPLICATIONS CONTINUATION

CO006
CO007

Course Code:

Mon (CO006) OR Wed (CO007) 19.00-21.30

Duration: 10 WEEKS

Participant Profile:

This course is suitable for individuals who are familiar with the basic operation of a PC or who have recently completed a foundation course in computers.

Course Description:

- File Management: create/copy/move/delete/rename files and folders etc.
- Word Processing: revision; symbols; clip art; autoshapes; textboxes; text effects; font/line/fill colour; borders; shading; sorting/calculations using tables; mail merge; address labels; envelopes etc.
- Spreadsheets: revision; absolute/relative cell references; autofill; copying/deleting sheets; simple/multiple If statements; charts etc.
- Databases: revision; layout and design of queries/forms/ reports; add/delete/amend/format fields and records; formulae in reports etc.
- Internet: search techniques; send/retrieve/reply to e- mail; file attachments; folders; mailboxes; internet shopping; on-line banking, booking etc.

Develop your skills in database design, spreadsheet and graphics manipulation.

Tuition Fee €150

Accreditation: FETAC Level 4: Component Cert in
Computer Applications (B10009)

KEYBOARD SKILLS FOR COMPUTERS

Course Code: **CO014**

Wed 19.00-21.00

Duration: 10 WEEKS

Participant Profile:

This course is suitable for individuals without keyboarding skills who wish to acquire the correct technique for entering text and data. We would recommend this course to individuals who have no previous knowledge of computers as well as those who wish to develop correct posture and keyboarding skills.

Course Description:

- Ergonomics and correct posture at workstation;
- Learn to type at least 30 wpm using the correct technique;
- Speed building;
- Layout of simple business letters, memoranda, display work and simple tables;
- Create, edit, save, retrieve and print documents using MS Word

Tuition Fee €150

Accreditation: Certificate of Attendance

** NEW FOR JANUARY 2010 **

WORD PROCESSING – MICROSOFT WORD

Course Code: **C0017**

Thurs 19.00 – 21.30

Duration: 12 WEEKS

Participant Profile:

This course is suitable for individuals who wish to develop their word processing skills, understanding and application of word processing software and file management techniques.

Course Description:

- Application Management
- Text Processing
- Tabs and Tables
- Mail Merge and Labels
- Word Processing Features

Tuition Fee €220

Accreditation: FETAC Level 5: Component Cert in Word Processing (B20032)

SPREADSHEET METHODS

– MICROSOFT EXCEL

** NEW FOR JANUARY 2010 **

Course Code: **CO019**

Thurs 19.00 – 21.30

Duration: 12 WEEKS

Participant Profile:

This course provides the learner with an understanding of spreadsheet concepts, practical experience in spreadsheet design and implementation and an introduction to the use of macros and additional functions.

Course Description:

- Introduction to workbooks and worksheets
- Calculations and formulae
- Formatting
- Use protect/unprotect and hide/display facilities
- Multiple If statements
- Lookup functions
- Statistical/financial/date/time functions
- Macros

Tuition Fee €220

Accreditation: FETAC Level 5: Component Cert in Spreadsheet Methods (B20028)

DATABASE METHODS

– MICROSOFT ACCESS

** NEW FOR JANUARY 2010 **

Course Code: **CO020**

Tues 19.00 – 21.30

Duration: 12 WEEKS

Participant Profile:

This course provides the individual with an understanding of fundamental database concepts and practical experience in database design, implementation and organization. Learners will learn how to create a database that manages customers and products, how to create a database that manages customers and products, how to create primary keys, create queries and reports and how to extract data from a database efficiently.

Course Description:

- Basic database Concepts
- Database Design, Implementation and Organisation
- Reports/Data validation/Formulæ

Tuition Fee €220

Accreditation: FETAC Level 5: Component Cert in Database Methods (B20012)

INTERNET AND E-MAIL INTRODUCTION

Course Code: **CO011**

Tues 18.45-20.15

Duration: 10 WEEKS

Participant Profile:

This course is suitable for individuals wishing to become more familiar with the practical operation of the internet and e-mail. One should have basic IT skills.

Course Description:

- Internet: how to connect to an internet service provider; surfing the World Wide Web; finding information using search engines; how to download images and graphics; how to prevent viruses; how to maintain security and confidentiality of data; general history & structure.
- Internet shopping: on-line shopping; on-line booking; on-line banking etc.
- E-mail: how to set up your e-mail account; compose/send/ receive/reply/forward e-mails; file attachments; set up an address book; print; store your e-mails; set up mailboxes and folders; using smileys; e-mail etiquette etc.
- Web Publishing: design a web page for your club, organisation or a family web page

Tuition Fee €150

Accreditation: FETAC Level 5: Component Certificate in The Internet (C20168)

INTERNET AND E-MAIL FOR THE SENIOR CITIZEN INTRODUCTION

Course Code: **CO012**

Thurs 19.00-21.00

Duration: 10 WEEKS

Participant Profile:

This course is designed specifically with the older individual in mind - for those who wish to become familiar with the practical operation of the Internet and E-Mail. It is geared for those who have no interest in advanced computer skills such as spreadsheet, database and web design. No previous computer experience is required and the content will be delivered in a relaxed atmosphere with NO assessment.

Course Description:

- Turn off/on computer in safe fashion
- Write and edit simple documents
- Send and receive e-mails
- Surf the net for information
- Book flights/holidays online
- Explanation of desktop and its icons
- Set up own e-mail account
- Send/open/save attachments
- Shop online and pay by credit card
- How to use a Webcam

Tuition Fee €150

Accreditation: Certificate of Attendance

EUROPEAN COMPUTER DRIVING LICENCE ECDL

Course Code: **CO009**

Mon and Thur 19.00-21.30 (CO009)

Duration: 14 WEEKS

Participant Profile:

This course is suitable for individuals who are familiar with the basic operation of a Personal Computer or have recently completed a foundation course in computers.

Course Description:

- Basic Concepts of Information Technology
- Using a Computer and Managing Files
- Word Processing
- Spreadsheets
- Databases/Filing Systems
- Presentation and Drawing
- Information Network Services

Tuition Fee €500

Accreditation: ICS Skills - ECDL Ireland

COMPUTER PROGRAMMING BEGINNERS

Course Code: **CO008**

Mon 19.00-21.30

Duration: 12 WEEKS

Participant Profile:

This course is suitable for individuals wishing to become more familiar with programming concepts and the techniques involved in constructing small systems and developing user interfaces.

Course Description:

- Languages: Visual Basic, JavaScript, Java, HTML etc.; advantages / disadvantages; editor facilities; compilers; interpreters.
- Programming Constructs: input / output; screen handling; assignment / conditional / if statements; loop construct; top-down development etc.
- Programming: events associated with different controls; interact with controls; specific events; mouse events; drag and drop etc.
- Character and String Processing: control characters; process the character set; use extended character set to draw graphical shapes etc.
- Procedures and Functions: define / write / test procedures; define / write / test user defined functions etc.

Understand the concepts involved in programming and be familiar with industry standard programming practices.

Tuition Fee €220

Accreditation: FETAC Level 5: Component Certificate
in Computer Programming (C20013)

NETWORKING ESSENTIALS

Course Code: **CO015**

Tues 19.00-21.30

Duration: 12 WEEKS

Participant Profile:

This course is suitable for individuals who want to understand how to set up and manage a network system of computers.

Course Description:

- Fundamentals and Topologies: types of networks - LAN, WAN, MAN; network topologies
- Devices and Media: network interface card; functions of server, gateway, hub, switch, router; network cables
- Connectivity and Protocols: IP and MAC addresses; NETBEUI, TCP/IP protocols; subnetting; connectivity between two PCs using crossover cable
- Peer to Peer Networking: purpose; master browser; establish a workgroup; set up local user accounts and passwords etc.
- Resource Management: share resources - files, folders, printers etc.
- Troubleshooting: identify and resolve problems in a peer-to-peer network

Tuition Fee €220

Accreditation: FETAC Level 5: Component Certificate in Networking Essentials (L22462)

AUTOCAD-2D INTRODUCTION

CO001

Course Code: **CO002**

Tue 19.00-21.30 (CO001) OR Wed (CO002) 19.00-21.30

Duration: 12 WEEKS

Participant Profile:

This course is suitable for Architects, Engineers, Designers, Draughtspersons and Surveyors by providing a comprehensive introduction to 2-dimensional computer-aided draughting and a basic introduction to 3-dimensional models.

Course Description:

- Introduction: methodology and the drawing environment
- Objects: drawing objects – lines / polylines / circles etc.; object selection – picking, selection sets; modifying objects – modify commands; object properties – layers, colours and line types; object snap – osnaps and auto snap
- Drawing: aids – ortho, snap, grid and limits; co-ordinates – cartesian, relative and absolute; creation and use of blocks; critical & overall dimensions
- 3-Dimensional Models: introduction; basic 3D –thickness and extrusion; dimensioning
- Set text styles and insert textual notes
- Managing and plotting your drawings

Tuition Fee €220

Accreditation: FETAC Level 5: Component Certificate in Design (A20012)

Participant Profile:

This course is suitable for Interior Designers, Architects, Hobbyists, etc. by providing a comprehensive introduction to key Sketchup, with an introduction to Kerkythea Rendering Engine and also a single night introduction to 2D CAD.

Course Description:

- **Drawing methodology** - key Sketchup concepts such as planar face to 3d Volume with the Push-Pull tool, inferencing (snapping), and understanding groups and components through to creating models that show the use of most of the tools and making visuals with correct lighting and textures.
- **AutoCAD** – creation of simple drawing and import to sketchup environment.
- **Kerkythea** – Rendering of final 2D Model.
- **Modelling** - pencil tool, Basic snapping, Understanding of edges and faces, 3D navigation using the mouse, push-pull tool, move tool, 'inference locking', Making groups and components, Understanding the components browser, move tool, including moving multiple copies, rotate tool including rotating multiple copies, Follow Me tool, Using Plugins.
- **Organisation** - Use of Layers, Use of groups.
- **Texturing** - Applying materials, Making new materials, Adjusting material mapping on individual faces, Copying/multiple change of materials.
- **Lighting** - Setting of shadows according to time of day, time of year and location, General light settings.
- **Rendering** - Applying Styles, Editing styles, Making/saving and editing scenes, making animations from scenes.

Tuition Fee €220

Accreditation: Certificate of Attendance

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PHOTOSHOP INTRODUCTION

Course Code: **CO016**

Mon 19.00-21.30

Duration: 10 WEEKS

Participant Profile:

This course is suitable for individuals who wish to manipulate images taken from a variety of sources and create artwork for print or web applications.

Course Description:

- Photoshop interface and tools; resizing images and the canvas size
- Creating, editing and applying effects to layers
- Adding and editing text
- Adjusting colours, contrasts, hues and the colour modes of an image
- Rotating, scaling, distorting an image
- Preparing/saving images for print and the web
- Using channels and masks and advanced painting effects
- Review and evaluation

Tuition Fee €200

Accreditation: Certificate of Attendance

WEB DESIGN HTML / DREAMWEAVER

Course Code: **CO018**

Thurs 19.00-21.30

Duration: 12 WEEKS

Participant Profile:

This course is suitable for individuals wishing to design, create and maintain a web site. One should have IT skills at beginners level.

Course Description:

- HTML: tags - text formatting/page layout/graphics/imagemaps/lists/tables/links etc.; multimedia - sound/video etc; symbols; RGB colour system
- HTML Editors: use editors to generate tags; advantages and disadvantages of coding HTML and using HTML editors
- Designing a Web Site: site objectives; target audience; access speed; site structure/map; navigation - logical/consistent/functional; typefaces; typography; interface - suitable/consistent/user-friendly; test/revise/maintain site etc.

Software used: Notepad, Homesite, Dreamweaver

Tuition Fee €220

Accreditation: FETAC Level 5: Component Certificate in Web Authoring, C20148.

ENGLISH AS A SECOND LANGUAGE

BEGINNERS

LA001

Course Code: LA002

Tues 19.00-21.30 (LA001) OR Thurs (LA002) 19.00-21.30

Duration: 12 WEEKS

Participant Profile:

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

Course Description:

- **Speaking:** learners will improve their level of spoken English through role plays and mock interviews
- **Listening:** learners will improve their comprehension of spoken English using listening material, including news, reports, etc. and by extension, listening and speaking to their fellow learners
- **Reading:** material suited to the ability of the class is selected from textbooks dealing with real-life issues in order to familiarise one with specific language and vocabulary
- **Writing:** learners are taught how to construct formal letters, CVs, faxes, postcards etc.

Tuition Fee €150

Accreditation: FETAC: English as a Second Language, EF0164.

ENGLISH AS A SECOND LANGUAGE

PRE-INTERMEDIATE

Course Code: LA003

Tues 19.00-21.00

Duration: 12 WEEKS

Participant Profile:

This course is suitable for individuals who have an elementary level of English and who want to improve and develop skills in English grammar, vocabulary and pronunciation through practical exercises in speaking, listening, reading and writing.

Course Description:

- **Speaking and Listening:**
Getting to know you: social expressions, describing countries, Daily life: making conversations, asking questions, telling stories, how do you tell? Interviews, talking about towns, money, directions, describing a place, jobs, buying things.
- **Reading and Writing:**
Informal letters, writing a postcard, plans and ambitions, filling in forms, writing your own CV, writing formal letters What is it like - comparative and superlative

Tuition Fee €150

Accreditation: FETAC: English as a Second Language, EF0164.

ENGLISH AS A SECOND LANGUAGE

CONTINUATION

Course Code: **LA004**

Tues 19.00-21.00

Duration: 12 WEEKS

Participant Profile:

This course is suitable for individuals who wish to improve their skills in English grammar, vocabulary and pronunciation at a continuation level.

Course Description:

- **Speaking:** learners will receive considerable opportunity to speak, discuss, debate and argue, thus improving their spoken skills.
- **Listening:** learners will improve their comprehension of spoken English in varying native accents from everyday listening material, including news, reports, etc.
- **Reading:** material suited to the ability of the class is selected from textbooks dealing with real-life issues in order to familiarise one with specific language and vocabulary.
- **Writing:** learners are taught how to construct CVs, speeches, etc. using specific, idiomatic language and expressions. There is also an opportunity to conduct mock interviews in the class.

Tuition Fee €150

Accreditation: FETAC: English as a Second Language, EF0164

POLISH BEGINNERS

Course Code: **LA013**

Wed 19.00-21.00

Duration: 12 WEEKS

Participant Profile:

This course is suitable for individuals with no experience of speaking a foreign language and who wish to develop basic conversational skills in Polish.

Course Description:

- Interpersonal Communication: greet/take leave; say yes/no/please/thank you; make an apology; recognise familiar words on notices/signs etc.
- Personal Information: first/family name; age/nationality/occupation etc.
- Breakdown in Communication: ask "do you speak English?"; signal non- understanding; ask for repetition/speak more slowly etc.
- Travel and Accommodation: public transport; departure/arrivals; vending machines; book/pay/enquire about accommodation etc.
- Time, Quantity, Directions: time; date/month; counting; directions etc.
- Food/Drink/Shopping: order and pay for food/drink; ask the price etc.

Tuition Fee €120

Accreditation: FETAC Level 3:
Component Certificate in Language, EF0111

FRENCH, GERMAN, SPANISH, RUSSIAN BEGINNERS

French (LA005) Mon - 18.45-20.15

Spanish (LA007) Mon - 19.00-21.00

German (LA006) Mon - 19.00-21.00

Spanish (LA008) Tues - 19.00-21.00

Russian (LA009) Thurs - 19.00-21.00

LA005 LA006

LA007 LA008

Course Code: LA009

Duration: 12 WEEKS

Participant Profile:

This course is suitable for individuals wishing to develop conversational skills to speak either French, German, Spanish or Russian.

Course Description:

- Interpersonal Communication: greet/take leave; say yes / no / please / thank you; make an apology; recognise words on notices/signs; time; quality; quantity; space; attitudes; contacts; comparisons; loss/theft/missing etc.
- Personal Information: first/family name; age/nationality/ occupation etc.
- Breakdown in Communication: ask "do you speak English?"; signal non-understanding; ask for repetition/speak more slowly etc.
- Travel and Accommodation: public transport; departure / arrivals; vending machines; book / pay / enquire about accommodation etc.
- Food and Drink: order/pay; understand a menu and courses; types of meat/vegetables/dairy products etc.
- Shopping and Making Purchases: opening/closing times; different departments; size/colour/price; postal rates/stamps/ telephone cards; follow operator instructions; telephone book/ directory etc.

Tuition Fee €120

Accreditation: FETAC - Foundation - Language -
EF0106/EF0107/EF0108/EF0111

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SPANISH BEGINNERS PLUS

Course Code: **LA017**

Thurs 19.00-21.00

Duration: 12 WEEKS

Participant Profile:

This course is for individuals who already have some basic knowledge of the Spanish language and who wish to improve and develop their communication skills further. The course will involve activities in speaking, reading, writing and listening.

Course Description:

- Accommodation: enquire about accommodation: book and pay in a hotel or similar.
- Travelling: ask for places, directions, understand brochures and signs.
- Health: know the parts of the body. Express different health problems. Go to the doctor.
- Shopping: ask for size, colour, quantity, type of fabric when shopping for clothes.
- Preferences: express and find out attitudes such as likes and dislikes.
- Describing people, express qualities
- Daily activities: talk about habitual actions.
- Housing: describe a house/apartment etc.

Tuition Fee €120

Accreditation: FETAC - Foundation - Language - EF0108

IRISH BEGINNERS

Course Code: **LA014**

Thurs 19.00-21.00

Duration: 12 WEEKS

Participant Profile:

This course is suitable for individuals wishing to develop conversational skills to speak Irish.

Course Description:

- Interpersonal Communication: greet/take leave; say yes/no/please/thank you; make an apology; recognise words on notices/signs etc.
- Personal Information: first/family name; age/nationality/occupation etc.
- Breakdown in Communication: ask “do you speak English?”; signal non- understanding; ask for repetition/speak more slowly etc.
- Travel and Accommodation: public transport; departure/arrivals; vending machines; book/pay/enquire about accommodation etc.
- Time, Quantity, Directions: time; date/month; counting; directions etc.
- Food/Drink/Shopping: order and pay for food/drink; ask the price etc.

Tuition Fee €120

Accreditation: FETAC Level 3 - Component Certificate in Language, EF0110

ITALIAN BEGINNERS

Course Code: **LA012**

Mon 19.00-21.00

Duration: 12 WEEKS

Participant Profile:

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

Course Description:

- Interpersonal Communication: greet / take leave; say yes / no / please / thank you; make an apology; recognise words on notices / signs etc.
- Personal Information: first / family name; age / nationality / occupation etc.
- Breakdown in Communication: ask "do you speak English?"; signal non- understanding; ask for repetition / speak more slowly etc.
- Travel and Accommodation: public transport; departure / arrivals; vending machines; book /pay / enquire about accommodation etc.
- Time, Quantity, Directions: time; date / month; counting; directions etc.
- Food/Drink/Shopping order and pay for food / drink; ask the price etc.

Tuition Fee €120

Accreditation: FETAC - Level 3 Component Certificate - Language – EF0109

FRENCH, SPANISH, IRISH INTERMEDIATE

LA010
LA011
LA021

Course Code:

French (LA010) Mon 20.15-21.45 Spanish (LA011) Thurs 19.00-21.00
Irish (LA021) Wed 19.00-21.00

Duration: 12 WEEKS

Participant Profile:

This course is suitable for individuals with a knowledge of the chosen language who wish to develop more conversational Spanish or French for leisure and tourism. The course is based on spoken activities, tapes and readings.

Course Description:

- Interpersonal Communication: revision; time; attitudes; asking for information; loss/theft/missing; comparisons; jobs and careers
- Travel: types of transport; advantages and disadvantages; types of holidays; describe experiences; places; weather; phone conversation etc.
- Spare Time: shopping; cultural events; cinema reviews; reading newspapers; talking about news; understanding brochures; likes and dislikes etc.
- Food; traditions; health and the environment etc.

Tuition Fee €120

Accreditation: FETAC - Level 4 Component Certificate - Language
French EI0106 - Spanish EI0108 - Irish EI0110

SIGN LANGUAGE BASIC

LA015

Course Code: LA016

Mon (LA015) 18.30-20.00 or (LA016) 20.15-21.45

Duration: 10 WEEKS

Participant Profile:

This course 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.

Course Description:

- Vocabulary, Grammar, Expressions:
family; numbers; hospital; holidays; colours; clothes; food; drink etc.
- Group Work: conversation; stories; fun stories
- Deaftech: alarm, video caption reader etc.
- Causes of Deafness
- The Deaf Culture
- The Deaf Community

Tuition Fee €120

Accreditation: Certificate of Attendance Preparation for Sign Language Association of Ireland - L1 and L2 Examinations.

VIDEO PRODUCTION

Course Code: ME003

Wed 19.00-21.30

Duration: 10 WEEKS

Participant Profile:

This course is suitable for individuals who wish to learn professional video production techniques, including planning, camera operation and non-linear post production (editing).

Course Description:

- Planning your Production
- Shot Composition
- Correct Camera Use
- Lighting Techniques
- Capturing Footage to a PC
- Editing Video & Audio using Adobe Premiere
- Outputting your video to DVD, the Web or mobile device

Tuition Fee €200

Accreditation: Certificate of Attendance

WRITING SKILLS FOR JOURNALISM

Course Code: **ME004**

Wed 19.00-21.00

Duration: 10 WEEKS

Participant Profile:

This course is suitable for individuals who wish to develop essential writing skills in order to work in Journalism.

Course Description:

- Writing News Stories – Including hard news, human interest stories, court reporting and demonstration of different house styles – tabloid, broadsheet, radio and tv.
- Writing Feature Articles – areas of special interest
- Writing Editorials – opinion / comment
- Writing Reviews – critical assessments of different pieces of work e.g. books, exhibitions, concerts, films, plays, shows
- Law and the Journalist

Tuition Fee €220

Accreditation: Certificate of Attendance

INTRODUCTION TO SCREENWRITING

Course Code: **ME005**

Tues 19.00-21.00

Duration: 12 WEEKS

Participant Profile:

This course is aimed at individuals who wish to develop a story idea into a working script. Learners will develop the skills needed to present a working Short Fiction or Short Documentary script to a Producer or Funding Body.

Course Description:

- Developing the story – understanding character building and plot structure, creating conflict and resolution in a script.
- Breaking down a script – creating scenes, constructing character dialogue, developing proper formatting and techniques for writing scripts.
- Preparing the script for Producers – creating a synopsis, final treatment and script outline for producers and film companies.

Tuition Fee €220

Accreditation: Certificate of Attendance

Participant Profile:

This course is aimed at anyone who is interested in - or who enjoys, film. It will seek to provide an insight into several different areas of film theory, including the analysis of narrative and the development of different cinematic conventions through the different ages of cinema. The course will also provide a logical chronology of film development as a medium, from early silent cinema into the digital age of the 21st century. Different film theories will be discussed in class, with important scenes being analysed and deconstructed in order to provide students with a greater understanding and appreciation, of film as a medium.

Course Description:

- Enlighten students on the methods used to; deconstruct a film; understand different cinematic techniques/ conventions and their implications within a film.
- Provide detailed profiles of important directors, showing how their work and influence has shaped the development of cinema.
- In depth analysis of several divergent genres from across the spectrum of world cinema.
- Insights into the evolution of how key themes have been dealt with within cinema.

Tuition Fee €110

Accreditation: Certificate of Attendance

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1 Course Details PLEASE ENTER THE COURSE DETAILS FOR WHICH YOU ARE APPLYING

Course Code			
Course Title			
If applicable (please tick)	<input type="checkbox"/> Year 1	<input type="checkbox"/> Year 2	

2 Personal Details

Surname	First Name(s)																				
Address for correspondence																					
Medical Card Number	Email Address																				
Telephone (Home) (Work) (Mobile)																					
Date of Birth											Gender	M <input type="checkbox"/>	F <input type="checkbox"/>	PPSN							

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Websites for Further Information

Limerick College of Further Education offers an excellent range of professional career courses, certified and accredited by nationally and internationally recognised examining and professional bodies.

THESE INCLUDE:

City of Limerick VEC	Tel: 061 417688	www.clvec.ie
Limerick College of Further Education	Tel: 061 414344	www.lcfe.ie
Further Education and Training Awards Council (FETAC)	Tel: 01 865 9500	www.fetac.ie
Institute of Commercial Management	Tel: +44 (0) 1202 490555	www.icm.ac.uk
Accounting Technicians Ireland (ATI)	Tel: 01 6377363	accountingtechniciansireland.ie
Certified Public Accountants (CPA)	Tel: 01 6767353	www.cpaireland.ie
Irish Computer Society (ICS Skills)	Tel: 01 6447847	www.ics.ie
CIBTAC	Tel: +44 (0) 1452 623114	www.cibtac.com
Joint Examining Board (JEB)	Tel: +44 (0) 285 641747	www.jeb.co.uk
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University of London	Tel: +44 (0) 2078 628398	www.londonexternal.ac.uk
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