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

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

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

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

The running of all classes and programmes are subject to minimum registration numbers.
Community Education Classes, Programmes and Student Supports

Counselling
An Cosán means “the path’… the path to success!”

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

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

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

Student Support
An Cosán provides a range of personal and educational supports across all of our programmes, these include:
- Mentoring
- One to one meetings with student support workers
- Study skills tutorials
- Supervised study
- Career guidance
- IT skill development
- Personal development
- Counselling
- Numeracy and literacy
- Student Forum
- Accommodations for students with learning difficulties
- Scholarships and bursaries
- Internship and direct employment opportunities

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

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

Personal Development
MONDAY • FEE: €5 per class
A holistic programme which empowers you to understand and look after your emotional health, increase self-awareness and build confidence. Participants will identify and set goals to bring about positive changes in life.

Spirituality
THURSDAY • FEE: €5 per class
Spirituality is above all, a way of life. In this course you will find out what spirituality is for you by ways of mindfulness, meditation, group sharing, connection with yourself and others.

ESOL - English for Speakers of Other Languages
INTRODUCTORY COURSE - MONDAY • FEE: €5 per class
Helps build literacy skills in English and increase your confidence in speaking the language.

INTERMEDIATE COURSE - FRIDAY • FEE: €5 per class
Helps you to improve your verbal and written skills in English.

Adult Key Skills 1 & 2
TUESDAY • FEE: €5 per class
One in four of us have difficulty with reading, writing and spellings. These classes will help you improve these skills. Our classes are small and confidential.
Choose from either of these English classes:
9.30am - 12.30pm or 2.00pm - 4.30pm

Irish Classes
TUESDAY • FEE: €5 per class
Gaeilge Go Deo.
If you want to brush up on your Irish or learn Irish from scratch this is an opportunity to improve your Irish in a warm, supportive and fun environment.
Bi ag caint gaeilge;
Bi ag foghlaim gaeilge;
Bi ag scríobh gaeilge

Human Givens
WEDNESDAY • FEE: €5 per class
This series of introductory half day workshops will give you the practical information to take charge of your life, think more clearly and feel more confident as you move towards the future you want to create. Topics include: managing mental stress and anxiety, stopping addictive behavior, communicating better, workplace and emotional health and creating meaning and joy in your life.

Women and Wellness
WEDNESDAY • FEE: €5 per class
Develop the confidence, knowledge and skills to take charge of your own well being.

Positive Parenting
WEDNESDAY • FEE: €5 per class
Take your parenting skills to the next level with simple tips to help manage the big and small problems of family life. This 10 week course supports you to enhance and build relationships within families.

Spirals
This Programme will run on a Wednesday in 4 week blocks:
This programme is for young parents of children aged from birth to three years. The programme explores books and toys, and discusses feeding and nutrition. Child safety workshops include interactive play sessions each week. All materials are provided.

U3A (University of the 3rd Age)
THURSDAY • FEE: €5 per class
Are you over 55 years? This group meets fortnightly exploring new interests, developing new skills and learning more about active citizenship. All in a social setting where life-long learning is fun!

Introduction to Drama
FRIDAY • FEE: €5 per class
Take a leap! Discover your creativity and build your confidence. Explore what drama means through theatre, games, exercise and improvisation.

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Technology and Accessing Employment

Short Courses

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

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

Computers for the Terrified

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

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

Young Women in Technology

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

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

Women in Technology

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

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

Older Voices Online

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

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

As well as learning how to use social media like Facebook, Twitter and blogging, participants will learn skills including online research and information gathering and will run a short online campaign around an issue of their choice using the skills they are learning.

Social Media

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

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

Young Voices Online

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

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

Online Essentials

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

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

Word Processing

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

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

Microsoft Publisher

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

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

Image Editing

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

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

Technology and Accessing Employment

Workshops

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

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

Computers for the Terrified

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

This course is for people aged 50+ who have basic digital skills (e.g. can search on Google and send an email) and want to build on those skills.

Spreadsheets

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

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

Microsoft Publisher

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Online Collaboration

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

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

PC Maintenance

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

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

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September – October

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

November – January

• Facebook
• Instagram
• Snapchat
• Twitter
• YouTube

February – March

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

April – May

• Computer Applications
• Microsoft Excel
• Microsoft Publisher

Online Collaboration

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

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Technology and Accessing Employment

Accredited Courses

Office Skills Programme
FULL DAYS TUESDAY & WEDNESDAY (27 Weeks)  •  FEE PAYING
This course is designed to give participants the skills and knowledge to work in an office environment. This course includes five E.C.D.L. modules including Word Processing, Computer Essentials, Presentations, Online Essentials, and Excel. Participants will also gain a QQI Level 5 in Communications and Work Experience.

ECDL (European Computer Driving Licence)
FRIDAY AM (30 WEEKS)  •  FEE PAYING
This course will include 7 of the following modules: Computer Essentials, Online Essentials, Word Processing, Spreadsheet, Using Databases, Presentation, Web Editing, Image Editing, Online Collaboration and IT Security. Basic ICT skills required. Course costs include Skills Card and Materials.

Technology and Accessing Employment

Further Education Programmes

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

Office Skills Programme

Introduction to Financial and Management Accounting
FRIDAY  •  FEE: €5 per class
An Cosán have teamed up with ACCA to offer you this 10 week online course. In this course you will learn about: Business transactions, the banking system and double entry bookkeeping, payroll and ledger accounts, reconciliation and preparing the trial balance, the nature and purpose of cost and management accounting, how to record and classify costs and how to use spreadsheets.

Introduction to Social Enterprise
FRIDAY  •  FEE: €5 per class
The course aims will introduce individuals involved in community and voluntary organisations to social enterprise. It will provide students with an understanding of what a social enterprise is and the historical and ideological influences on social enterprise. It will give an overview on establishing and operating a social enterprise.

Community Development Major Award
QQI FETAC Level 5
THURSDAY AM  •  FEE €250 per module
This part-time course is targeted at community activists, workers or volunteers who have an interest in, or experience of involvement in the community. This programme provides a progression into our B.A. Degree in Leadership and Community Development.

Community Care Major Award
QQI FETAC Level 5
This part-time programme will help you develop personal qualities and knowledge required for employment in social services. This could include working with family and community groups in respite care, residential units or care of the elderly.

Childcare Major Award
QQI FETAC Level 6
THURSDAY & THURSDAY EVENING  •  FEE €520 per module
This programme, delivered on a modular basis, is suitable for individuals who are currently working in Childcare, as the assessment is based on children and management in your workplace. Participants must have completed and received the full FETAC award in Childcare Level 5.

Early Childhood Curriculum Minor Award
QQI FETAC Level 6
This single module is designed to provide the learner with an introduction to Level 6 Childcare. It will enable the learner to implement the early childhood curriculum using the High Scope approach.

Train the Trainer
QQI FETAC Level 6 (Accreditation Pending)
FRIDAY PM  •  FEE: €5 per class
Continuous professional development is essential for lifelong learning in all professions. This course is aimed at supporting practitioners from a range of community and other professions to identify training needs of co-workers and to design and deliver training interventions to meet those needs. The course will be very hands on and practical whilst also dealing with theories and best practice for helping people learn.

Office Skills Programme

These classes will run from September 2016 – May 2017

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

Technology and Accessing Employment
Bachelor of Arts in Leadership and Community Development
QQI Level 7
3-YEARS PART-TIME
THURSDAY 10am-5pm plus 6 SATURDAYS PER YEAR
FEES 2016/2017: €2,000 per year. Payment options available.

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

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

Bachelor of Arts in Applied Addiction Studies and Community Development
QQI Level 7
3-YEARS PART-TIME
THURSDAY 10am-5pm plus 6 SATURDAYS PER YEAR
FEES 2016/2017: €2,000 per year. Payment options available.

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

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

Level 8 Bachelor of Arts in Early Childhood Education & Care
QQI Level 8
2-YEARS
THURSDAY 10am-5pm plus 6 SATURDAYS PER YEAR
FEES 2016/2017: €2,290 per year. Payment options available.

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