

QQI Certified Courses

Levels 3, 4 & 5

- ▶ **Business Studies (Major Award) (QQI 5)**
Monday to Thursday (10.00am - 2.00pm)
The following modules will be included in this award: Business Administration, Bookkeeping, Personal Effectiveness, Customer Service, Word Processing, Database, and Irish Cultural & Heritage Resources.
- ▶ **Digital Media (QQI 3)**
Friday (10.00am - 1.00pm)
Learn to use Digital Media devices safely and effectively, mobile phone, digital camera, and how to move photos from one device to another, etc.
- ▶ **Painting (QQI 4)**
Wednesday (10.00am - 2.00pm)
Learn to use a range of painting media, with a little history.
- ▶ **Fruit and Vegetable Production (QQI 5)**
Friday (10.00am - 2.00pm)
Turn your lawn into a larder. Learn how to grow fruit and vegetables organically, in our organically certified gardens.
- ▶ **Payroll (QQI 5)**
Monday & Wednesday (10.00am - 1.00pm)
Manual and Computerised payroll.
- ▶ **Drawing (QQI 3)**
Tuesday (10.00am - 2.00pm)
A course for anyone who wants to learn Drawing from the beginning.
- ▶ **Care Skills (QQI 5)**
Monday (10.00am - 2.00pm)
This is one module from the Healthcare Support Major Award, this module is one that is required by Nursing homes for those wishing to work as a Healthcare Assistant.

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- ▶ **First Aid Responder (QQI 5)**
Monday (2.30pm - 5.30pm)
This is a certified First Aid course including CPR and Defibrillator training.
- ▶ **Art, Craft and Design (QQI 3)**
Wednesday (10.00am - 1.00pm)
A taster course giving you the opportunity to try Ceramics, Painting, Drawing, Batik and Printmaking.
- ▶ **Ceramics (QQI 3)**
Tuesday (10.00am - 1.00pm)
A beginner's course in Ceramics, teaching the basic techniques, your work will be fired after the course.
- ▶ **Palliative Care (QQI 5)**
Wednesday (10.00am - 2.00pm)
Learn the principles and practice of palliative care, supporting the individual and their relatives during the last days of life.
- ▶ **Spreadsheets/Excel (QQI 5)**
Thursday (10.00am - 2.00pm)
For those who have some knowledge of Excel, and who want to discover more about this programme.
- ▶ **Web Design (QQI 4)**
Wednesday (2.00pm - 5.00pm)
Learn basic website coding, and how to create a website using Wordpress.
- ▶ **Career Planning (QQI 4)**
Wednesday (10.00am - 2.00pm)
Compile a CV, skills assessment and produce a cover letter, and learn interview techniques to help your employment prospects.

Please contact the Centre for details and course outlines on these courses.

Phone: **064-6641157**

or email: **info@kenmareaec.ie**