

Psychology

Arts

Writing for...

Law

Management Skills

Journalism

**evening** diploma courses

Learn to succeed

Independent Colleges is supported by Independent News & Media plc, in providing goal-focused, personalised tuition. Our objective is to deliver educational programmes of the highest standard across a wide range of subject areas. Our goal is to combine a student-friendly and interactive learning environment with the talents of an outstanding academic faculty. We give students every support needed to have a rich and enjoyable educational experience.

### **Location**

Independent Colleges' main campus is located at 60-63 Dawson Street, Dublin 2. This city centre location is within one minute's walking distance of Grafton Street and St Stephen's Green. Surrounded by the recreational and cultural amenities of the city centre, this location provides an ideal atmosphere for students both before and after lectures. We are easily accessible with excellent transport links including the Luas, Bus and Rail.

We have negotiated a special rate with Q-Park car parks (Royal College of Surgeons, Dawson Street and Setanta) of €3 per night (from 5pm in the evening until 11am next morning). Independent Colleges' students can also avail of this 50% discount on parking rates with Q-Park on a year round basis.

### **Why study at Independent Colleges?**

I am delighted to introduce our up-to-date range of Continuous Professional Development (CPD) courses, orientated to the needs of business executives, professionals and interested individuals that are inspired by a variety of fields.

The short programmes, detailed in this brochure, are specifically designed to meet the needs of those with a professional interest in these subject areas. They will also provide a valuable introduction for the student who is considering making a longer-term commitment to degree-level training in any of the disciplines covered. You can experience the ethos, challenge and diversity of these vibrant, engaging (and sometimes controversial) subject areas. In addition, we also hope that you will find the short courses engaging and a lot of fun.

### **Who are These Courses for?**

These courses are designed for anyone who wishes to expand their understanding of the human condition, whether this is prompted by personal interactions or the dynamic of the workplace. They are also suited to those who are simply curious about these increasingly important and popular areas of endeavour. Whatever your reasons for study, you will find something here to inform your interest.

These programmes are aimed at a general, non technical, student-group who have a particular skill-challenge arising in the workplace or a more general, personal, purpose in engaging with the chosen subject. We combine the best subject coverage with the most appropriate mix of teaching methodologies.

Our course offerings are grouped under headings that include Psychology, Arts, Writing, Law, Management Skills and Journalism and so we are confident that there is something here for all interests.

I am certain that these courses will engage your interest and curiosity and allow you a real-life experience of the topics covered. Make sure that you enjoy whatever you choose.

**Dr David Slattery**  
Head of the Faculty of Arts



*discover yourself....*



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*the power of the mind...*



Psychology



## Diploma in Criminal & Forensic Psychology

Thinkers and researchers in the human sciences have always had an interest in deviant behaviour in individuals. Countless theories and beliefs have been proposed to explain the "criminal personality" and, more recently, the tools of psychological research have been applied within criminal justice systems worldwide to aid in the apprehension and understanding of those who break the law.

This course will address the various theories presented by criminology and criminal psychology, along with a thorough exploration of the world of forensic psychology. Using real-life examples, we will examine how the forensic psychologist aids the police services in areas such as offender profiling, suspect interviewing and research.

### Duration

1 evening per week (3 hours) over 12 weeks

### Who is the Course for?

This course is suitable for anyone with an interest in this fascinating discipline and will appeal to everyone from the amateur sleuth to professionals within the legal system.



### Indicative Course Content

- Early attempts to comprehend "the bad man"
- Theories of offending behaviour across the ages
- Readings in Criminal and Forensic Psychology
- Case Studies
- Profiling the offender
- Evaluation of the contribution of psychology and criminology to our understanding of crime and delinquency
- The role of the psychologist in assessing the effectiveness of the criminal justice system
- How forensic psychology applies the scientific methods of psychology to the study of criminal justice issues
- The forensic psychologist and the law
- A critical discussion of the potential contribution of psychology to policing, the courts, and the penal system in Ireland



## Diploma in Sports Psychology

Sports Psychology is a relatively new sub-field of Psychology. This course explores the area and provides insight into how psychological factors, such as anxiety, motivation, concentration and confidence can affect performance in sports.



### Duration

1 evening per week (3 hours) over 12 weeks

### Who is the Course for?

This course is aimed at professional or voluntary coaches or those with a real interest in coaching. Participants will develop an array of mental training techniques that have been used successfully by both sports men and women and coaches.

### Indicative Course Content

- Introduction to the field of Sports Psychology
- Personality and Motivation
- Stress and Anxiety
- Group and Team Dynamics
- Competition - Feedback and Reinforcement
- Leadership and Effective Communication
- Self-Imagery and Self-Confidence
- Goal Setting and Concentration
- Exercise and Psychological Well-Being
- Addictive and Unhealthy Behaviours
- Burnout and Overtraining



## Diploma in Child & Developmental Psychology

This course explores the psychological development of the child and covers the physical, mental, social and emotional development from conception through to adolescence. Participants will examine the scientific and theoretical basis of developmental psychology and explore the relevance of these topics for parenting, education and public policy concerns. While the major emphasis of the course is on the normal growth and development of children, the manifestation of abnormal psychological problems effecting children will also be included.

### Duration

1 evening per week (3 hours) over 12 weeks

### Who is this course for?

This course is aimed at anyone who is involved with the care of children such as those in infant education or, indeed, parents with young children who have an informed interest about their own children's psychological welfare.



### Indicative Course Content

- Theories of Development
- Heredity and Pre-natal Development
- Birth and Infancy
- Toddlers
- Middle Childhood
- Adolescence
- Abnormal Developmental and Psychopathologies



## Diploma in Popular Psychology

This course provides a lively, topical and interesting introduction to the world of Psychology in general. The programme covers the major themes in contemporary Psychology and introduces participants to the principal sub-fields and applications of the discipline.

### Duration

1 evening per week (3 hours) over 20 weeks

### Who is this Course for?

This course is aimed at those who would like to acquire a comprehensive and stimulating guide to the world of Psychology or those who have an ambition to eventually work in this field. This course will provide a powerful learning experience for participants who work in human resource settings or who have ambition to do so. It will improve participant's understanding of the nature of Psychological enquiry and will be very attractive for someone looking for a guide to this most popular academic subject area.



### Indicative Course Content

- Introduction to the principal components of Psychology
- History of Psychology: Theories and Schools of Thought
- Scientific v Humanistic theories
- Clinical Psychology: ways of describing behaviour, treatment and outcome studies
- Occupational Psychology
- Cognitive Psychology
- Social Psychology: the individual and the group - relationships, conformity and attitudes
- The Biological Basis of Psychology
- The Science of Psychology: Methodology, Research and Statistics
- Neuro-Psychology: the anatomy of the brain and its functioning
- Freud and his legacy



## Diploma in Addiction Studies

This course provides information on the theory and treatment of addictions and explains the processes through which addictive disorders are assessed and diagnosed and clarifies issues concerning both substance and non-substance addictive behaviours.

### **Duration:**

1 evening per week (3 hours) over 12 weeks

### **Who is this Course for?**

This programme is aimed at those who would like to acquire a solid understanding of the major approaches to Addiction Studies, those who are hoping to work in the growing area of addiction intervention or those who have recently begun careers in this field. This course will also provide a powerful learning experience for students who work in the health, law enforcement, criminal justice or social welfare fields where they encounter people who have problems with substance misuse and associated addictive behaviours.



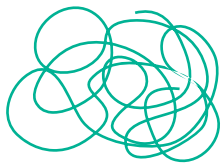
### **Indicative Course Content**

- Addictive Behaviour: Self Injury, Eating Disorders, Gambling, The Internet, Sexual and Shopping Addictions
- Theories of Addiction
- The Biological Basis of Addiction
- Models of Treatment, Relapse Prevention, Intervention
- Assessment and Diagnosis, Pharmacology and Methadone Treatment
- Gender Issues (Barriers to Treatment)
- The Addict and the Law
- Co-Dependency
- Health Issues, HIV/AIDS, Hepatitis
- Community Issues, Criminal Behaviour
- Social Policy, National Drug Strategy, Homelessness

*the power of the  
imagination...*



Arts

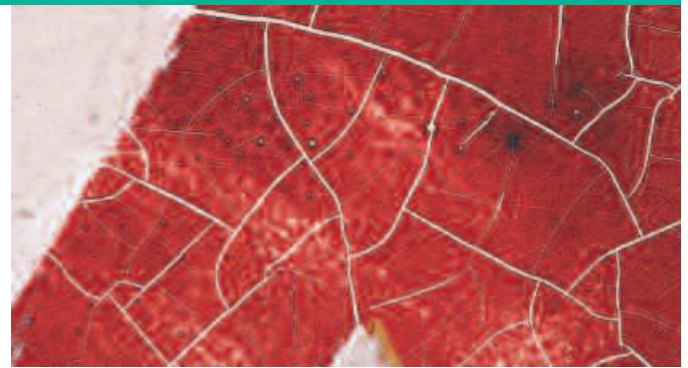


## Diploma in History of Art

This course is designed to explore the work of the French Impressionists and examine their legacy in terms of Irish art. On the 15 of April 1874 a group of 29 artists held a public exhibition of their work in the photographic studio of Felix Nadar. The artists included Paul Cezanne, Edgar Degas, Armand Guillaumin, Claude Monet, Berthe Morisot, Camille Pissarro, Pierre Auguste Renoir and Alfred Sisley. The work of many of these had previously been rejected by the French state-sponsored Salon. One critic, Louis Leroy, was outraged when he saw Monet's seascape entitled *Impression Sunrise*. "Impression!" The journalist exclaimed. "Wallpaper in its embryonic state is more finished!" But the name stuck and within a year this group of artists was known as *The Impressionists*. This course proposes to examine the impact of French Impressionism, Pleinairism and Realism on Irish art and explore how it coloured Irish art practice.

### Duration

1 evening per week (3 hours) over 12 weeks



### Who is this Course for?

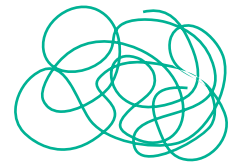
This course is designed to look at late 19th century Irish art in a new and innovative way and is of particular interest to those currently engaged in this field of study. It also has a broad appeal to art enthusiasts.

### Indicative Course Content

Each session will be broken down into two elements:

- A series of lectures addressing the work of major French painters
- Each lecture will be held in tandem with an exploration of Irish art under the following titles: Image Makers: Decoding Irish Political Cartoons, Continental Art Education: A Latter-Day Grand Tour, The Irish Orientalists, Irish War Artists, Irish Women Painters etc.

The course will draw on a wide variety of Irish artists including; Nathaniel Hone, John Lavery, Richard Moynan, William Orpen, Roderic O'Connor, Dermot O'Brien, Aloysius O'Kelly, Frank O'Meara, Sarah Purser, Helen Mabel Trevor, John Yeats and others.



## Diploma in Fashion Design

“Designers are people with a desire to create. They combine practical knowledge with the artistic ability to turn abstract ideas into formal designs for the merchandise we buy, the clothes we wear, web sites we use, the publications we read, and the living and office space we inhabit.”

This programme introduces the world of fashion design and provides both a theoretical and practical guide to that world and offers participants an opportunity to gain an informed understanding of the principles of good design in fashion.

### Duration

1 evening per week (3 hours) over 12 weeks

### Who is this Course for?

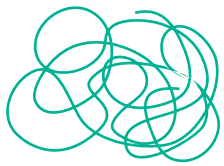
This course aims to explain the central concepts in Fashion Design in a practical manner and the theoretical approaches covered allow students a good overview of conception through to the completion of any concept. Students' expression of design is explored through research into fabrics and trims whilst at all times referring to the business of fashion in terms of cost and make up. The course allows the student to use all the theory and skills gained to develop their final presentation which is a season driven *mood-board* developed to a brief presented in a manner acceptable to trade buyers.



### Indicative Course Content

The topics covered on the course include:

- Fashion Illustration
- History of Fashion
- Textiles and Garment Technology
- Garment Construction
- The Business of Fashion
- Fashion Forecasting - Trend Research
- Accessories
- Stylists



## Diploma in Family History - Genealogy

This course is delivered in conjunction with the Association of Professional Genealogists in Ireland, which was founded in 1986 and acts as a regulating body to maintain high standards amongst its members and to protect the interests of clients. Its members are drawn from every part of Ireland and represent a wide variety of interests and expertise.

The ongoing involvement of individual members in lecturing and publishing maintains our position at the forefront of genealogical developments in Ireland.

Genealogy (or family history research) has long been a growing leisure activity internationally. Recent years have seen a marked increase in its popularity among Irish people. Television programmes, internet databases and DNA testing have brought increased awareness of this quest for personal and cultural identity.

Like all research-based activities, genealogy demands a familiarity with records and the skills to extract relevant details from them. It requires the ability to differentiate between sourced and un-sourced material, and between facts and

probabilities. This course will provide an introduction to the records, research skills and record-keeping involved in this fascinating discipline.

### Duration

1 evening per week (3 hours) over 16 weeks

### Who is this Course for?

This course is suitable for anyone beginning to explore family history research, whether as a hobby or with a view to developing a career in the field. The records and skills would also be applicable to those interested in local or house history.

### Indicative Course Content

- Beginning Irish genealogical research – family records and family stories as sources
- Understanding the administrative divisions of Ireland
- Introduction to the record repositories
- Introduction to on-line research materials
- Avoiding the pitfalls
- Research skills, with practical application to the various classes of records – vital records, census returns, church records, land records, probate records, etc.
- Application of oral history, folklore and local history
- Sources for the Irish who went abroad
- Record-keeping – including citation, family tree formats and writing family history
- Orientation trips to record repositories

This course is delivered in conjunction with The Association of Professional Genealogists in Ireland (APGI)



## Diploma in Illustration for Children's Books

This course is presented in two separate but related parts: writing for children's publications and illustrating children's literature. These parts may be studied together or separately.

This course will appeal to people with a professional or general art background who enjoy picture making. A good understanding of the relationship between image and text is vital to success in creating children's picture books. It is important to feel comfortable with drawing, as this is our chief means of communicating when we create picture books. The approach will emphasise sequence, pace, continuity, design, layout and the actual working of a picture book.

### Duration

1 evening per week (3 hours) over 12 weeks

### Who is this Course for?

This attractive programme would be of interest to aspiring or emerging children's writers or to those with a love of children's literature and an enthusiasm to learn more.

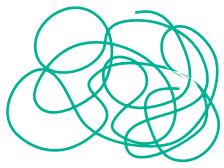
Please note that this course does not explore mediums or focus on techniques. Although some guidance may be offered in these areas. The course concentrates on moulding your existing technique to fit the children's book market.



The course will encourage students to develop their own individuality and imagination. Students can continue on from the writing course with their own unique story, or bring along a well loved classic to illustrate. Poems, rhymes and alphabet books are also welcome.

### Indicative Course Content

- Notable illustrators – contemporary and historical
- The Physical structure of a picture book
- Planning your book
- Visual continuity and the sequential image
- Character development, keeping sketchbooks
- Picture space and composition
- How to break down and interpret a text
- How to create a layout and paginate a text
- Creating thumbnail sketches
- Deciding on a medium/personal style
- Interaction, composition and content
- Cover design
- Endpapers
- Creating a complete book dummy
- The nuts and bolts of marketing a manuscript



## Diploma in Film Studies

This course introduces the discipline of film criticism. Just as literature has its own vocabulary and grammar, so too cinema has developed its own language. And just as any fine novel can be studied in terms of its structure, plot, style and genre, so too can the repeated viewing of a film reveal the inner workings of the medium.

It is through disciplines such as editing, cinematography (lighting, composition and camera movement), set, costume, and sound design that a film's expression and meaning is both enhanced and expressed. These categories create unique poetic codes and these poetic codes make cinema a unique art form.

### Duration

1 evening per week (3 hours) over 12 weeks

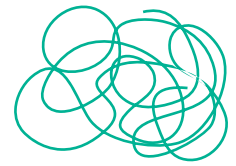
### Who is this Course for?

This course is designed to introduce students to how the medium of film tells stories to convey the human experience.



### Indicative Course Content

The course will examine cinema in terms of the codes of structure, plot, style and genre; cataloguing their historical development from the silent era through to today, from the local, more personal film industries to the international blockbuster, exploring the developments and influences of such important movements as German Expressionism, Italian Neo-Realism, the French New Wave and Dogme95, as well as classical Hollywood genres, such as the Western, the Gangster and the Musical.



## Diploma in International Development Studies

This course examines issues that impact on development and underdevelopment globally. Drawing on case studies and examples, it aims to give participants a broad overview and understanding of global inequality and the effects of development processes. Practical and ethical challenges in development will be discussed, with a focus on both emergency response and long-term development processes. The role of volunteering in development will also be addressed. Classes are interactive and participatory, with time allocated to discussion and debate in each session.

### Duration

1 evening per week (3 hours) over 12 weeks

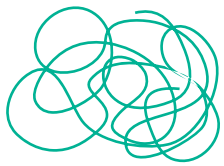
### Who is this Course for?

Anyone who has a general interest in global issues will enjoy this course, as will those who are interested in global inequality. Those considering volunteering overseas or who have worked in an overseas context would also find that this course provides a context for those experiences.



### Indicative Course Content

- Introduction to Development
- Globalisation and Development
- Forced Migration and Refugees
- Non-Governmental Organisations
- Health and International Development
- HIV/AIDS and Development
- War and Conflict
- Environment, Climate Change and Development
- Poverty and Power
- Debt, Aid and Trade
- Emergency Responses and Long-term Planning
- Gender and Development
- Human Rights



## Diploma in Photography

This course delivers the essentials of using a camera competently and improving the photographic production. Besides exploring the technical and artistic aspects of photography, this course provides lots of practical experience through participation in workshops dealing with different genres of photography - portraiture, landscape, urban, architecture, sport, still-life and photojournalism. Participants will also learn how to process and store their images and develop a professional style portfolio.

### Duration

One night per week (3 hours) over 12 weeks

### Who is this Course for?

The course would suit anyone with an interest in photography and is especially useful for those considering a career in photography or photography as a serious hobby.



### Indicative Course Content

- An overview of photography
- The tools of photography: cameras, lenses, flashes, tripods and studios
- Light and shadow for photographers
- Colour and B&W photography
- Composition
- Photojournalism
- Urban Photography
- Landscape and Nature Photography
- Wildlife Photography
- Street Photography
- Photoshop and enhancement
- Photography as a profession: getting in and getting on as a photographer

*the power of the word....*



Writing for...



## Diploma in Fiction Writing

This course will introduce students to:

- The skills and practices that establish creative flow
- The methods by which creative work takes form and structure
- The fundamentals of good writing
- Different writing genres and their specific requirements
- “Reading” as a writer
- The “industry” that surrounds creative writing - agents, publishers, film producers - and how to negotiate it

It is a step-by-step course that will lead to a completed writing project.

### Duration

1 evening per week (3 hours) over 20 weeks

### Who is this Course for?

The course is suitable for aspiring, beginner or emerging writers who wish to increase their understanding of the writing process, foster their skills and establish their writing.

Participants are expected to share their writing by reading aloud and to offer their thoughts, ideas and feelings about their classmates' writing in a spirit of open, constructive and collaborative benefit.



Furthermore, the course provides an opportunity for students to complete a piece of fiction, non-fiction, stage or radio drama, or a small collection of poems.

### Indicative Course Content

Each session includes both an information (lecture) and a creative workshop dimension.

- Introduction: Cultivating Creativity
- Stages of the Process 1: Preparation, Germination, Planning
- Genre: Short Fiction - Writing Short Stories
- Genre: Long Fiction - Writing A Novel
- Stages of the Process 2: Working, Deepening, Shaping
- Genre: Drama - Writing Radio & Stage Plays
- Genre: Screenwriting - Writing for TV & Film
- Stages of the Process 3: Ordering, Editing, Completion
- Genre: Short Nonfiction - Writing Creative Nonfiction Articles for Newspapers & Magazines
- Genre: Long Nonfiction - Writing Creative Nonfiction Books
- Language: Getting Poetic
- Reaching Your Audience - How to approach Publishers, Agents & Producers.



## Diploma in Writing for Children's Books

(This course is presented in two separate but related parts: writing for children's publications and illustrating children's literature. These parts may be studied together or separately.)

The course provides an overview of the many components of children's literature. You might have a great idea, but how do you actually go about writing a children's picture book? Part lecture, part workshop, this course will take you through the process of writing, editing, and submitting a children's picture book. There will be weekly writing assignments to keep you on track.

### Duration

1 evening per week (3 hours) over 12 weeks

### Who is this Course for?

This attractive programme would be of interest to any aspiring or emerging children's writers or to those with a love of children's literature and an enthusiasm to learn more.

Please note that this course does not explore mediums or focus on techniques. Although some guidance may be offered in these areas. The course concentrates on molding your existing technique to fit the children's book market.

The course will encourage students to develop their own individuality and imagination. Student can continue on from the writing course with their own unique story, or bring along a well



loved classic to illustrate. Poems, Rhymes and Alphabet books are also welcome.

### Indicative Course Content

- Brief introduction to the 'Golden Age' of Childrens Literature
- How to 'write in pictures'
- Brainstorm for your initial idea
- Story Framework
- Character development
- How to develop a premise into a plot
- The right language and vocabulary
- Picture Book Genres & Themes
- Point of view/voice
- Dialogue
- Readability
- Settings and Fantasy
- Techniques for hooking readers - and editors
- The science of making language sing
- Cultivate the habit of revision and editing
- The nuts and bolts of marketing a manuscript



## Diploma in Writing for Teens

The phenomenal success of Stephenie Meyer's Twilight novels and JK Rowling's Harry Potter stories has proven that young adult literature can reach far beyond its intended teen audience – drawing in readers from high school age to OAPs. But how to get that blend of adventure, romance, fantasy and magic-realism just right?

This course will encourage you to tap into your inner teen, develop your creative ideas and hone your writing skills. You will learn how to develop plot lines and create memorable characters. Find out how to approach literary agents, publishers and distributors. Get expert advice on marketing and promotion.

### Duration

1 evening per week (3 hours) over 12 weeks

Students will be inspired by guest speakers including published authors, commissioning editors and publishers who will come and share their expertise.

Classes will include an information (lecture) and a creative workshop dimension. Students will finish the course with a completed writing project.



### Syllabus

- Get started: Exploring the teenage mind. What appeals to a young adult audience and why?
- Get the language right: How to 'talk' to a teen audience
- Get your ideas flowing: how to kickstart the creative process
- How Bebo are you? Discussion of contemporary teen culture, movies and novels etc.
- Learn about plot structure
- Character Development
- Techniques such as humour and suspense – how to achieve them?
- Be your own editor: revisions – how to make them and when to stop
- Get out there: how to approach agents and publishers



## Diploma in Writing for Women

This course will guide you through the creative and practical processes of writing for a female audience: following in the footsteps of some of Ireland's most successful female writers who have blazed their way to the top of the bestseller list – from Maeve Binchy, Marian Keyes, Cathy Kelly and Cecilia Aherne.

Develop your creative ideas and hone your writing skills. Learn to develop plot lines and create memorable characters. Find out how to approach literary agents, publishers and distributors. Get expert advice on marketing and promotion.

Students will be inspired by guest speakers including published authors, commissioning editors and publishers who will come and share their personal expertise.

Classes will include an information (lecture) and a creative workshop dimension. Students will finish the course with a completed writing project.



### Duration

1 evening per week (3 hours) over 12 weeks

### Indicative Course Content

- Get started: exploring the female psyche. What appeals to a female audience and why?
- Get your ideas flowing. How to kickstart the creative process.
- Inspirations: debate on popular culture, contemporary novels, literature and poetry that has inspired you.
- Plot structure
- Character development.
- Techniques such as humour and suspense – how to achieve them?
- Be your own editor. Revisions – how to make them and when to stop.
- Get out there. How to approach agents and publishers.



## Diploma in Writing for the Weekend

*(Feature Writing)*

Enjoy reading the Sunday Supplements? Now write for them. Get the skills you need to break into the arena of music, travel, food, interiors and lifestyle journalism. Develop interview techniques. Learn to be a critic. Find out how to successfully pitch to editors. Pick up tips from expert writers in the field.

### **Duration**

1 evening per week (3 hours) over 12 weeks

### **Who is this Course for?**

This course is aimed at anyone who has read a newspaper's magazine and thought they could do better. It is also aimed at those who have a general interest in the way people spend their spare time and money and who'd like to learn how to express their opinion on leisure in a coherent way. People with an interest in pursuing freelance work in the magazine sector, including people who have a previous specialization and would like to write for trade publications, would also be interested in this course.

Classes will include an information (lecture) and a creative workshop dimension. Students will finish the course with a variety of completed writing projects to include popular culture reviews, celebrity interviews, travel pieces, etc.



- An introduction to lifestyle and magazine-style journalism
- What makes a good critic? Tips and techniques
- Focus on Music. How to do it well and get published. Featuring a talk by leading music journalist followed by a practical workshop
- Focus on Food. Discover the skills to good reviewing. Who to know and how to get published. Featuring a talk by leading food journalist followed by a practical workshop
- Focus on Theatre, Film and Arts coverage. How to get out there, who to know and how to get published
- Improve your interview techniques
- How to pitch successfully to editors. Know your way around the Irish media world
- Surviving as a freelancer



## Diploma in Writing for Blogs

Students will learn what a blog is and how to create one. Through practice and guidance they will build up confidence in their writing skills to produce their own blog. Students will become familiar with the technology required to create multimedia on their blog and techniques to build a regular readership. Students will also be introduced to professional uses of blogs.



### Duration

One night a week (3 hours) for 12 weeks

### Who is this Course for?

Writing for blogs and the blogosphere is the ideal course for anybody who has ever wanted to express themselves in writing. Building a blog does not cost anything and from first principles this course will demystify the technical aspects so writers can publish their own views on the world as they see it. Additionally, students will explore how blogs are being used in journalism and as a marketing tool for business.

### Indicative Course Content

- The rise of the blogger
- Blogs and politics - a new kind of journalism?
- Understanding the technical side of web blogs
- Writing skills for an online audience
- Internet copyright and libel laws
- Adding sound and video to your blog
- Building a loyal following
- Maintaining your site
- Using blogs for business and marketing



## Diploma in Screen Writing

This course is an illumination of the core principles and mechanics of screenwriting and demonstrates what makes screenwriting distinct from prose, playwriting, or poetry? It explores the validity of the screenplay as a distinct expressive form whilst providing students with the skills to structure ideas according to professional industry standards.

### Duration

1 evening per week (3 hours) over 12 weeks

### Who is this Course for?

This course would suit anyone with an interest in film and television. It is a self-contained programme balancing historical context with case studies and practical exercises. Students need not previously have encountered film theory or history.

### Indicative Course Content

- Character Construction
- Narrative Structure
- Plot composition
- Prose treatments, character back stories and log-lines
- Dialogue
- Genre
- Adaptation
- Script Consultation



This course features an examination of case studies, in the form of selected screenplays, alongside relevant film clips.

Through a range of assignments, students are introduced to the principles of character construction, narrative structure, and plot composition. Students are equipped to articulate ideas and concepts in the form of prose treatments, synopses, character back-stories and log-lines. This work culminates in the production of a first draft short screenplay for which students receive group and individual feedback.



## Diploma in Advertising Copywriting

A flick of a remote control, turning a page, pushing a button: these days the most expensive advertising is at risk of being ignored. Without outstanding copywriting, marketing budgets can become little more than wallpaper and background noise. (This course aims to give students the skills necessary to write the sort of copy that grabs attention and sells).

### Duration

One evening per week (3 hours) for 12 weeks

### Who is this Course for?

This course is designed for anyone who wants to work in advertising. Copywriting is at the heart of the industry and anyone completing this course will be equipped to begin a successful career in this fast moving business.



### Indicative Course Content

- Attention span and the challenge of holding readers and listeners
- Understanding the needs of the client
- Advertising media
- Writing for radio
- Writing for TV
- Writing for print
- Getting to the core message
- Advertising and culture

*the power of the rational  
mind....*



Law



## Diploma in Employment Law

This course is designed for anyone with an interest in Irish employment law. The purpose of the programme is to engender debate and discussion on some of the key aspects of an area of law that impacts on the working life of both employers and employees. The course should prove invaluable for those with an interest in learning more about the rights and obligations of employers and employees.

### Duration

1 evening per week (2.5 hours) over 12 weeks

### Learning Outcomes

On completion of the programme students will be able to:

- Identify the essential terms of the employment contract
- Distinguish fair dismissals from unfair dismissals
- Detail the grounds of illegal discrimination in relation to employment
- Identify the obligations owed by employers towards employees regarding health and safety
- Demonstrate an understanding of the applicability of employment legislation

### Indicative Course Content

- The Employment Relationship
- Termination of the Employment Relationship
- Health and Safety at Work
- Equality in the Workplace
- Industrial Relations
- Protective Legislation

### Delivery

Each student will be provided with elaborate course materials to facilitate discussion. Upon the completion of each module, students will engage in group discussion of various case studies.

### Assessment

The programme will be assessed based on attendance and successful completion of a written course assignment.



## Diploma in Employee Relations *(Managing Employee Relations through an Economic Downturn)*

The economic recession is hitting the revenues of companies and public service organisations and is leading to changes in employee pay and conditions of employment, to work re-organisation and to redundancies. In this context, many managers need to draw upon knowledge and skills that they have not had to draw upon to a large extent to date including knowledge and skills relating to negotiation, dispute resolution and the use of third parties such as the Labour Relations Commission and Labour Court.

Maintaining positive employee relations and effective employee engagement is a major challenge in times of recession. Without positive workplace relationships organisations will find it more difficult to cope with recession and with the upturn that will take place in a few years' time.

### **Duration**

1 evening per week (2.5 hours) over 12 weeks

### **Who is this Course for?**

Managing Employee Relations in a Time of Recession – will provide managers with a solid grounding in the key knowledge and

skills areas needed to handle the significant employee relations challenges that are now emerging in both the public and private sectors.

The programme will be delivered through short lectures combined with workshops using group discussions, role-play exercises and other activities. The focus will be on developing theoretical knowledge and on developing practical skills for use in the workplace. This course will give students a detailed understanding of the theory and practice of employee relations in a time of economic recession.

### **Indicative Course Content**

- Current developments in employee relations in Ireland
- Employer and trade union organisations, policies and practices
- Employee relations strategies for delivering organisational change
- Employee involvement and participation
- Handling challenges arising from economic recession
- Negotiation and problem solving
- Grievance and disciplinary matters
- Using third parties in dispute resolution.

### **Learning Outcomes**

- Demonstrate an understanding of the roles of the key parties, institutions and practices involved in employee relations
- Identify how employee relations practitioners can help to deliver organisational goals
- Practice a range of skills around employee involvement, negotiation, and using third parties in dispute resolution.



## Diploma in Entertainment Media & the Law

This course is designed for anyone with an interest in the entertainment industry and the legal issues surrounding it. It delves into areas of law ranging from defamation, privacy and freedom of expression to copyright and the principles of contract. This diploma will be of interest to anyone seeking a greater understanding of the legal responsibilities, obligations and rights of those involved in the entertainment industry.

### Duration

1 evening per week (2.5 hours) over 12 weeks

### Learning Outcomes

On completion of the programme students will be able to:

- Identify the legal duties and obligations of those involved in the entertainment industry
- Debate the policy issues surrounding the right to privacy and the freedom of expression in general
- Demonstrate an understanding of copyright law

### Indicative Course Content

- Defamation Law
- The Right to Publicity
- Copyright Law



- Contractual Issues
- Censorship of the Media
- Other Types of Tort Liability

### Delivery

Each student will be provided with the most relevant course materials to facilitate discussion. The diploma will rely heavily on materials from other jurisdictions particularly the United States. Upon the completion of each module, students will engage in group discussion of various case studies.

### Assessment

The programme will be assessed based on attendance and successful completion of a written course assignment.



## Diploma in Alternative Dispute Resolution Methods

This course is designed to provide participants with a detailed knowledge and understanding of all aspects of ADR. The course will cover a comprehensive range of cutting edge topics in the field of mediation, arbitration, conciliation and adjudication.

It will be of interest to anyone working in Human Resource Management, Industrial Relations, Trades Unions, Social Workers and Community Workers.

### Duration

1 evening per week (2.5 hours) over 12 weeks

### Learning Outcomes

On completion of the programme students will be able to:

- Distinguish between different forms of alternative dispute resolution
- Discuss the role of mediation in personal injury litigation
- Explain the role, duties and obligations of a mediator or arbitrator
- Analyse future developments in ADR

### Indicative Course Content

- Course Overview - An introduction to ADR
- Introduction to Commercial Mediation



- Mediation in Personal Injury Litigation
- Mediation Process & Ethics
- International Developments in Commercial Mediation
- The Future of Mediation
- Commercial Arbitration
- Domestic and International Arbitration
- The Arbitration Agreement
- The Removal of Arbitrators

### Delivery

Each student will be provided with the most relevant course materials to facilitate discussion. The programme will rely heavily on materials from other jurisdictions particularly, the United States and the United Kingdom. Upon completion of each module, students will engage in group discussion of various case studies.

### Assessment

The programme will be assessed based on attendance and successful completion of a written course assignment.



## Diploma in Mediation

The Diploma in Mediation will focus on the legal aspects associated with mediation and recent developments in the area both at a national, European and international level. The course will explore the main principles of mediation including, for example, confidentiality and enforcement of mediated agreements. Students will also learn about mediation in specific sectors such as family mediation and commercial mediation and the relevant legislation associated with each sector. Recent developments, including the European Directive on Mediation in Civil and Commercial Matters and the Law Reform Commission's Consultation Paper on ADR, will also be explored.

### Duration

1 evening per week (2.5 hours) over 12 weeks

### Who is this Course for?

This course is designed to introduce participants to the kinds of conflicts that can arise within organisational teams and presents informed psychological strategies for finding resolutions. It is suited to both managers and individuals who encounter conflict in our increasingly diverse organisations.



### Indicative Course Content

- Introduction to Mediation and ADR
- The Mediation Process
- Principles of Mediation
- Commercial Mediation
- Family Mediation
- Organisational and Workplace Mediation
- Property Disputes and Mediation
- Medical Issues and Mediation
- European Developments in Relation to Principles of Mediation
- Mediation in Other Jurisdictions
- The Future of Mediation in Ireland



Institute of Legal Executive



## Certificate & Diploma Programme in Professional Legal Studies *(Legal Executive Programme)*

The Diploma in Professional Legal Studies is a programme of study relevant to the needs of the modern legal executive. It is specifically designed with the Irish Legal Executive in mind. The programme is divided into theory-based modules each of which is accompanied by practical examples. While the theoretical aspects of the lawyer's work are covered, the course will also take into consideration the practical aspects. This programme is ideal for those already working in the legal field as legal secretaries or legal executives who wish to deepen their understanding of the law.

### Duration

The diploma takes place over 2 stages of 20 weeks per stage. Candidates will be awarded a certificate on successful completion of the first year, and a Diploma upon successful completion of the second year.

### Stage One

- The Irish Legal System
- Civil Litigation
- Contract & Torts
- Property Law (Including Probate & Conveyancing)



### Stage Two

- Family Law & Procedure
- Law of Wills & Succession
  - \* Practice & Case Management
  - \* Criminal Law & Procedure
  - \* Employment Law
  - \* Company Law & Procedure

\*Choose two out of the 4 elective subjects

### Delivery

The programme is delivered through weekly seminars. Each student will be provided with the most relevant course materials to facilitate discussion.

One night per week (3 hours) over 20 weeks (per stage).

### Assessment

This course is assessed by examination in each topic. Electives are offered subject to demand.

This programme is endorsed by the Institute of Legal Executives (ILEX)





## Certificate and Diploma Programmes in Legal Secretarial Studies

Independent Colleges' Legal Secretarial Certificate and Diploma Programmes are awarded by the Institute of Legal Executives (UK) and Independent College Dublin.

These programmes are designed to establish a national standard for those working in the legal environment. They offer a flexible route with no entry requirements and are assessed by task-based assignments. Specially produced course books are provided.

These programmes will be the benchmark for those aspiring to work in, or who are currently working in, a legal environment as secretaries or personal assistants.

### **Duration**

One night per week (3 hours) over 20 weeks

### **Indicative Course Content**

#### **Office Skills**

- Advanced Keyboarding Skills
- Advanced Microsoft Word
- Microsoft Outlook
- Audio Transcription and Dictaphone
- Legal Communications and Documentation

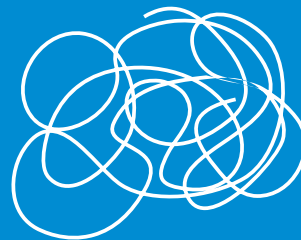
#### **Legal Studies**

- Introduction to the Irish Legal System
- Working in the Legal Environment
- Organisation Structures
- Roles and Responsibilities of the Legal Secretary
- Roles of Key Personnel within the Legal Office
- Time Management
- Legislation
- Conveyancing, Wills and Probate
- Criminal Law
- Company Law
- Family Law
- Civil Litigation

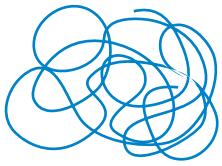
This programme is endorsed by the Institute of Legal Executives (ILEX)



*the power to take  
control....*



Management Skills



## Diploma in Finance for Non-Financial Managers

This course aims to achieve a financial understanding that is practical and useful in the workplace by covering a range of key financial areas. Managers are increasingly responsible for managing their own profit-centres and need a level of financial understanding equivalent to that of the qualified accountants within the business.

This diploma will impart the practical knowledge and skills needed to become confident when dealing with financial matters and to participate in financial discussions and decision-making within your existing functions.

### Duration

1 evening per week (3 hours) over 12 weeks

### Who is this Course for?

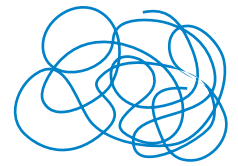
This course is designed for middle and senior managers who work in non-accounting roles but who have to manage budgets, cost-centres or who have to interpret financial statements.



### Indicative Course Content

The programme uses a combination of examinations and project-based assignments. The topics covered include:

- Financial Statements
- Financial Analysis
- Investment Appraisal
- Sources of Finance
- Working Capital Management
- Cost of Capital
- Capital Structure Decisions
- Valuation of Companies
- Mergers & Acquisitions



## Diploma in Project Management

This course is designed to provide students with practical instruction in project management. It presents an integrated view of the concepts, skills, tools and techniques involved in the management of projects. Participants will focus on the phases of project management: Initiating, Planning, Execution, Controlling and Closing. They will also focus on the topics of Project Integration, Scope, Time, Cost, Human Resources, Quality, Risk and Procurement.

Each lecture will have a section on Project Management theory; a group discussion of the theory and its application in different industries as well as assignment preparation.

### Duration

1 evening per week (3 hours) over 12 weeks

### Who is this Course for?

This course is suitable for anyone who wants to increase their ability to function effectively on a project team or as a project manager. It would ideally suit people coming from a non-technical background with small to moderate size projects to tackle in the workplace. This course will also improve the student's capacity to communicate effectively both orally and in writing.

Frequently in this complex world, it is true that neither the best

solution nor the best implementation path are clear or available. The role of a project manager is to negotiate these twin perils and so bring home a successful outcome for the business.

This programme will introduce you to the basic principles of modern project management, the project planning processes and relevant knowledge areas.

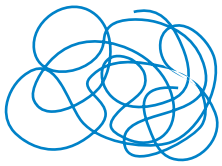
### Indicative Course Content

The content will deliver an understanding of the relevance and importance of finding the right solution for a project. The nine knowledge areas, including standard terms and techniques will be covered. The relevance and importance of using the appropriate delivery techniques for any given project will be emphasised.

- Introduction and Components
- Project Management Baseline Definitions
- Solution Quality – Using Innovative Techniques to improve Solution Value
- Speed of Implementation Using Theory of Constraints / Critical Chain
- PMI And PMBOK
- Standard Project Management Language
- Nine Areas

### Assignments - Strategy and Details

The assessment strategy is based on the performance of each participant in three assignments. These will focus on a project chosen by the participant and, therefore, familiar to them. The project can be a current project or one which has been recently concluded in which the participant either lead or took part. Each assignment will build on previous material.



## Diploma in Event Management

This course introduces students to the fundamentals of event management and gives them the practical skills and confidence to professionally organise an event from start to finish. The Public Relations module introduces students to the role of PR within the events industry today.

The main objectives of this course are to provide students with the necessary skills to work in the event management industry and to foster a clear understanding of the elements that go into planning, designing, executing and managing an event. Through the exploration of key topics, case studies and guest lectures, students will gain first-hand expertise and insight into organising successful and profitable events.

All lecturers, and guest lecturers have been specially selected for their wealth of experience and proven track record in the event management industry.

This course aims to give students the necessary skills to advance career progression as well as opening a wealth of other avenues in the diverse

event management industry.

### Duration

1 evening per week (3 hours) over 16 weeks

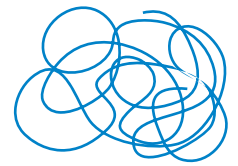
### Who is this Course for?

This course will be of interest to those who want to make a career change to event management, or will also benefit anyone who has event management as part of their job specification. It will also be useful for those in the industry who wish to broaden their knowledge and understanding of event management.

### Indicative Course Content

- Planning
- Events Management Marketing
- Charity Events and Award Ceremonies
- PR in Event Management
- Corporate Event Management
- Exhibition Management
- Sponsorship
- Sports Event Management
- Outdoor Events, Concerts, Logistics, Risk Management
- Celebrity Events
- Wedding Planning
- Conferences





## Diploma in Starting Your Own Business

The “job for life” seems to have disappeared with the Celtic Tiger. More than ever there is an interest in enterprise and starting businesses. Most new enterprises fail because the owners are full of enthusiasm but are poorly prepared for what lies ahead. This course is intended to make the would be entrepreneur focus on the real potential of their business idea.



### Duration

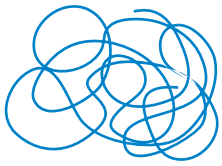
1 evening per week (3 hours) over 12 weeks

### Who is this Course for?

This course is designed for anyone who is thinking of starting their own business. People who are about to be made redundant and are thinking of doing something entirely different will benefit from this practical programme.

### Indicative Course Content

- Getting a bank on board
- Meeting a Dragon Investor
- Finding Customers
- Cash flow and what to avoid
- Making the sale makes the business
- Dealing with the Revenue
- Keeping accounts



## Diploma in Public Relations

*(Includes Event Management Module)*

Devised by the Public Relations Institute of Ireland and delivered by experienced industry professionals, this is the premier professional qualification in public relations in Ireland. This course will give students a detailed understanding of the theory of professional communications as well as the practical skills required to succeed in public relations. Students are also given an introduction to the fundamentals of event management.



### Duration

Two nights per week (3 hours) for 24 weeks

### Who is this Course for?

Those who wish to develop a career in PR or those who have some PR experience but wish to enhance their skills and promotion prospects with a professional qualification.

### Indicative Course Content

- Public Relations in Practice
- Media Relations & Media Writing
- The Professional Environment
- Business and Government Environment
- Specialised Areas of Public Relations
- Advanced writing for PR
- Public Relations Campaigns & Presentation Skills
- Effective Event Management

### Awarding body

This course is accredited by the Public Relations Institute of Ireland. It is an internationally recognised qualification.



*the open mind....*



Journalism



## Diploma in Journalism

The Diploma in Journalism is a practically-focused introduction to reporting and writing for the media. It provides students with a comprehensive guide to working in broadsheet and tabloid journalism, emphasising news and feature writing. The curriculum explores the role of the media in modern society and focuses on the skills required to research, gather, prepare and present news and information for publication. An aim of the course is to develop participants' investigative abilities which are essential in good reporting. Students will learn how to research feature articles from the ideas stage through to publication. The principles of good editing, design and print production will be highlighted.

Written assignments will form a core element on the course, allowing participants to develop their own writing style, which is essential for publication.

### Duration

1 evening per week (3 hours) over 20 weeks

### Who is this Course for?

The course will suit those with no previous experience in

journalism and will also appeal to individuals working in journalism, public relations, marketing or communications who wish to gain a broader appreciation of the principles and practice of journalism.

### Indicative Course Content

#### Becoming a Journalist

- Introduction to Journalism
- The varying roles of journalists
- The Irish magazine, newspaper and webzine market
- Journalism and society
- Story styles - news, features, op-ed, the colour piece
- How to structure and write news stories
- How to structure and write features
- Interview skills
- Surviving as a freelance

#### Writing skills

- Feature writing
- News writing
- Writing for the internet
- Comment, leaders, and opinion

#### Specialist Journalism

- Sports journalism
- Investigative reporting
- Court reporting

#### Production

- Sub editing
- Layout and design
- QuarkXpress - IN-DESIGN
- Website management and editing



## Diploma in Sports Journalism

This course is aimed at aspiring sports reporters and general sports fans. The Diploma takes students through all aspects of sports journalism, covering feature writing to interviewing to match reporting and working in other media platforms such as TV and radio. This programme will make those in attendance become more than just 'fans with typewriters' and give a proven introduction to the first steps in working in the Irish sports media.

### Duration

1 evening per week (3 hours) over 12 weeks

### Who is this Course for?

This course is aimed at anyone interested in working in the dynamic world of Sports Journalism. It is also aimed at those who are just interested in finding out more about what goes on behind the scenes in major newspaper, radio and television offices.

### Indicative Course Content

- Introduction to Sports Journalism
- Sports Feature Writing
- Match Reporting
- Sports Interviewing
- Working in Sports Journalism – Print



- Working in Sports Journalism – Radio
- Working in Sports Journalism – TV
- Case Study: How the Sports Media Covers a Story
- Guest lecture from a prominent Irish Sports Journalist
- The Future of Sports Journalism in the Digital Age



## Diploma in Writing and Editing for the Work Place

The structure of this programme is highly interactive and practical, based in lectures and tasks supported by audio visual material, student participation, guest speakers, and so on, to make them lively and interesting. Every session will include at least one proof-reading exercise.

### Duration

1 evening per week (3 hours) over 12 weeks

### Who is this Course for?

This course will suit professionals writing material that they need others to understand quickly and comprehensively. Anyone who is responsible for producing the ideas of others in writing (eg PAs and Communication Officers) will also benefit from this Diploma.



### Indicative Course Content

- The common clangers
- How to write what you need others to know (reports, memos, emails, CVs, letters)
- How to edit what you're sending – and what you're receiving
- How to proof-read and polish
- Summarising facts and figures to produce a business report
- Producing a newsletter - content, layout and distribution
- Copywriting - creating clever content for brochures and websites
- Marketing and public relations for small businesses (including writing a press release, and e-marketing)



## Diploma in Television Production

Have you ever wanted to see what it's like to work in television, to write, produce, film and edit television content? Do you have an idea that you would like to take to the next stage of development? Would you like to learn the camera and editing skills to create your own work?

Whether you want to be in front of, or behind, the camera, we'll give you the knowledge you need to begin your career in television. Factual television is anything that does not require actors or a script. It could be an interesting cookery show, a reality television project, a hard hitting documentary or a piece on lifestyle or fashion.

### Duration

1 evening per week (3 hours) over 20 weeks (to include 4 Saturdays).

This intensive course teaches you everything you need to know to develop your television idea into a working project. From project development skills like research, proposal writing and budgeting to the practical skills of camera, sound and editing, you'll learn all you need to make your story work in a documentary or factual television format. Students will produce a short form documentary



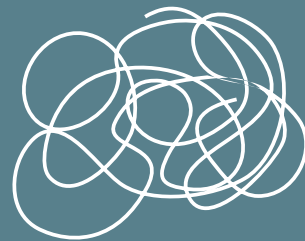
or television idea.

This course is aimed at anyone who would like a greater understanding of the world of Irish television or who is attempting to make the leap into employment in the television industry. An understanding of camera or editing skills would be beneficial but is not necessary.

From professionals working within the industry you will learn:

- Project development skills like research, proposal writing and budgeting
- What it takes to develop your factual television idea into a working project
- The language of television, how to approach filming
- Preparing and planning shoots
- Production skills, how to operate HDV cameras and professional microphones
- How to edit. The art of cutting pictures and sound using Final Cut Express software
- How to present in front of the camera and conduct interviews
- How to take your first steps within the industry. How to contact companies and look for work

*Learn to succeed*



How to Apply

## How to Apply

To apply for any evening diploma course at Independent Colleges please complete the enclosed application form and return it to:

The Diploma Admissions Office  
Independent Colleges  
60 - 63 Dawson Street  
Dublin 2

**Phone:** +353 (1) 6725058

**Email:** admissions@independentcolleges.ie

**Web:** www.independentcolleges.ie

Alternatively students may visit the Independent Colleges website and fill in an online application form for their preferred course.

Tuition includes all exam and registration fees.

For specific fees, please see our website or contact the admissions office.

All fees must be discharged before course commencement.

## Awarding Bodies



The Institute of Legal Executives (ILEX) is the professional body which represents 24,000 trainee and practicing Legal Executives. Its role is to enhance the role and standing of Legal Executives in the legal profession.

For almost fifty years, ILEX has offered unparalleled access to a flexible career in law. The organisation work closely with Government and is recognised in England and Wales as one of the three core regulators of the legal profession alongside barristers and solicitors.

ILEX was founded in 1892 and became a company limited by guarantee in 1963 with the support and co-operation of the Law Society

## Awarding Bodies



The Public Relations Institute of Ireland (PRII) is dedicated to promoting the professional practice of public relations in Ireland, and to serving the best interests of people working in the profession.

There are currently over 1,000 members of the PRII.

## The Institute of Commercial Management - ICM



These Diplomas, with the exception of Event Management & Public Relations, are validated by ICM. The Institute is a recognised international examining and awarding body for students undertaking general business and management studies and examines and certifies candidates to an internationally consistent standard.

ICM works with leading practitioners and academics - including the authors of core text books in their fields - to develop and deliver courses with a level of relevant professional practice and to a level of professional competence which is recognised and acknowledged internationally.

Our courses are based on and developed from internationally recognised National Occupational Standards.

The Institute has been established for more than 40 years and is a leading professional body for Commercial and Business Development Managers, and is much more than a body which sets syllabuses and examinations and certifies courses. Membership of the Institute of Commercial Management is open to those who successfully complete the relevant examinations.

ICM supports career and personal development as well as mobility. The Institute's educational programmes and qualifying examinations provide recognised qualifications for management and business development staff working in key industry sectors.

# Timetable for Evening Diploma Programmes

Please list your course choices numerically in order of preference

Schedule		Programmes	Start Date
Monday	6.30pm	Sports Psychology Popular Psychology International Development Studies Journalism Writing for Women Writing for The Weekend Certificate in Legal Secretarial Studies Diploma in Employee Relations	5th October 2009
Tuesday	6.30pm	Criminal & Forensic Psychology History of Art Writing for Fiction Writing for Children's Books Writing for Teens Writing for Blogs Entertainment Media & The Law Mediation Family History - Genealogy Diploma in Legal Secretarial Studies Public Relations ( <i>also Thursday</i> )	6th October 2009
Wednesday	6.30pm	Child & Developmental Psychology Fashion Design Addiction Studies Film Studies Writing for the Screen Employment Law Alternative Dispute Resolution Methods Certificate in Legal Executive Illustration for Children's Books	7th October 2009
Thursday	6.30pm	Writing & Editing for the Workplace Project Management Writing for Advertising Television Production Finance for Non-Financial Managers Starting Your Own Business Sports Journalism Diploma in Legal Executive Public Relations ( <i>also Tuesday</i> ) Event Management Photography	8th October 2009



# evening

diploma courses