

Module	Day	Start time	Finish time	Start date	Finish date	Hours per week
Word Processing L3	Wednesday	11:15	13:45	10 January 2022	27 January 2022	2.5
Reading, writing, maths, computers, intensive course	Monday & Wednesday	9:30	13:45	10 January 2022	23 March 2022	8
Beginners' computers	Monday	09:15	11:15	10 January 2022	14 February 2022	2.0
Beginners' computers	Wednesday	12:00	14:00	12 January 2022	23 March 2022	2.0
Improvers' computers	Tuesday	14:30	16:30	11 January 2022	15 February 2022	2.0
Driver theory test preparation	Tuesday	11:30	13:30	11 January 2022	05 April 2022	2.0
Getting the best from your smartphone	Wednesday	14:30	16:30	12 January 2022	23 March 2022	2.0
Getting the best from your smartphone	Friday	11:30	13:30	14 January 2022	25 March 2022	2.0
Connecting remotely with people	Monday	15:00	17:00	10 January 2022	21 March 2022	2.0
Learning how to learn online	Tuesday	09:30	11:30	11 January 2022	22 March 2022	2.0
Searching and applying for jobs online	Wednesday	14:30	16:30	12 January 2022	23 March 2022	2.0
Preparing for QQI L3 maths	Wednesday	09:15	11:15	12 January 2022	25 May 2022	2.0
Reading, writing and spelling	Thursday	09:30	11:30	06 January 2022	10 March 2022	2.0
Spelling & grammar	Monday	11:30	13:30	10 January 2022	04 April 2022	2.0
Reading club	Thursday	14:30	16:00	06 January 2022	07 April 2022	1.5
Word processing night course	Monday	18:00	20:00	17 January 2022	28 March 2022	2.0
Reading, writing and spelling night course	Monday	18:00	20:00	17 January 2022	28 March 2022	2.0

Please contact Barbara Hammond 01 204 3605 [barbarahammond@ddletbaes.ie](mailto:barbarahammond@ddletbaes.ie)  
 Caro Neville 01 204 3652 [caroneville@ddletbaes.ie](mailto:caroneville@ddletbaes.ie)  
 DDLETB Adult Education Service Dún Laoghaire  
 DDLETB Training Centre,  
 Loughlinstown Drive  
 Loughlinstown