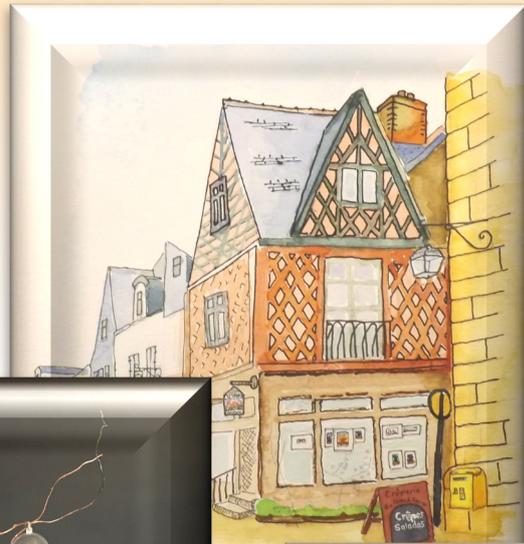


AQUINAS
COLLEGE

ADULT EDUCATION

Part-time evening courses
for adults

COURSE GUIDE
2021-22



HOW TO CONTACT US:

Aquinas College Adult Education

Nangreave Road

Stockport, Cheshire, SK2 6TH

<http://www.aquinas.ac.uk/courses/adult-education-courses/>

e-mail: adulthoodeducation@aquinas.ac.uk

0161 419 3620

OR

0161 483 3237

(ext 3)



[@AquinasAdultEd](https://twitter.com/AquinasAdultEd)



[@AquinasCollegeAdultEducation](https://www.facebook.com/AquinasCollegeAdultEducation)

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WHEN CAN I ENROL/APPLY?

Enrolment by telephone only—we are not accepting visitors in the college during August to keep staff safe and limit the risk of spread of COVID-19 (see opening times below).

All leisure and fitness courses:	FROM Monday: 16th August 2021 onwards
All language courses:	FROM Monday 23rd August 2021 onwards
Examination courses	See pages 2—3

When is the reception open?

**Summer enquiry/enrolment period:
Mid July to end of August:**

Monday, & Tuesday	9.30 am to 3.30 pm
Wednesday:	9.30 am to 3.30 pm
Thursday:	9.30 am to 3.30 pm
Friday:	9.30 am to 2.30 pm

During term time:

Monday, & Tuesday	9.15 am to 9.00 pm
Wednesday:	9.00 am to 4.00 pm
Thursday:	9.00 am to 4.00 pm
Friday:	9.15 am to 3.00 pm

WHEN DO COURSES START:	Autumn term Week commencing:	Spring Term Week commencing:	Summer Term Week commencing:
Examination courses	6th September 2021	Monday 10th January 2022	Tuesday 19th April 2022
All fitness courses:	6th September 2021		
All other Leisure Courses: (unless you are advised otherwise)	13th September 2021		
All language courses: (unless you are advised otherwise)	20th September 2021		

All details in this brochure were correct at the time of printing.

PART TIME EVENING COURSES (for adults)

EXAMINATION COURSES

Suitable for personal development or to update your CV. Assessments and examinations are compulsory.

Weekly attendance in college is essential to ensure you do not miss any subject content. You will also have the opportunity to attend pre-class sessions for revision, homework catch up, examination preparation, study skills etc. These sessions will be offered throughout the year.

You can also expect to be given work to complete at home.

Access to Higher Education Diploma (Full Level 3):	WHEN DO I ATTEND:	TIME	NO. OF WEEKS	FEE	START DATE:
Pathways in: Psychology with: Health (Human Biology) OR Criminology units	Monday and Tuesday	6—9 pm	35	(19-23)—free if first A level (19+) - £2525 (Advanced Learner Loan available)**	September only

GCSE qualifications (Full Level 2)	WHEN DO I ATTEND:	TIME	APPROX. NO. OF WEEKS	FEE	START DATE:
English Language	Monday OR Tuesday	6—9 pm	34	Free	September only
Mathematics (Foundation only) Foundation level means your best result could be grade 4 or 5 (grade C)	Monday OR Tuesday	6—9 pm	34	Free	September only
Science Combined Trilogy	Monday AND Tuesday	6—9 pm	34	£450*	September only

Functional Skills—level 2	WHEN DO I ATTEND:	TIME	APPROX. NO. OF WEEKS	FEE	START DATE:
English	Monday	6—8 pm	28	Free	October only
Mathematics	Tuesday	6—8 pm	28	Free	October only

FEE INFORMATION:

You may be entitled to fee remission for examination courses: These courses are marked with a *. Fees would only be waived if you are in receipt of a work related benefit (proof required on enrolment).

**Advanced Learner Loans are also available for:

Access to Higher Education, also Level 3 Bookkeeping and Accounting.

You can take advantage of the Learner Loan to pay your fees, or you may opt to pay your own fees or ask your sponsor/employer to contribute (see page 13 for further details).

ADDITIONAL EXAMINATION COURSES

A range of Bookkeeping and Accounting courses are available, the emphasis here is on employability and offering courses to enable you to improve your CV, work prospects or to seek employment in the accountancy sector.

AAT (Association of Accounting Technicians): Bookkeeping & Accounting courses	Level	WHEN	TIME	LENGTH OF COURSE	FULL FEE	START DATE:
Access Award in Bookkeeping	1	Monday	6.00—9 pm	12 weeks	£185*	January 2022
Access Award in Accounting Software	1	Monday	6.00—9 pm	7/8 weeks	£145*	March 2022
Foundation Certificate in Bookkeeping	2	Monday	6—9 pm	25 weeks	£550*	September to March
Advanced Certificate in Bookkeeping	3	Monday	6—9 pm	25 weeks	£1185**	September to March
Foundation Certificate in Accounting	2	Monday and Tuesday	6—9 pm	35 weeks	£725*	September—July
Advanced Diploma in Accounting	3	Monday and Tuesday	6—9 pm	35 weeks	£2025**	September—July

WHEN CAN I APPLY?	Date to apply from:
<p>Access to Higher Education Diploma: Application forms are available from Reception or can be downloaded from the college website: www.aquinas.ac.uk/Adult-Education—follow the Access to HE link.</p>	<p>Apply for these courses between:</p> <p>Early May and the end of August 2021</p>
<p>GCSEs: Application forms are available from Reception or can be downloaded from the college website: www.aquinas.ac.uk/Adult-Education—follow the GCSE link.</p>	
<p>AAT courses: Application forms are available from Reception or can be downloaded from the college website: www.aquinas.ac.uk/Adult-Education—follow the Accounting/bookkeeping link.</p>	
<p>Functional Skills courses: Application forms are available from Reception or can be downloaded from the college website: www.aquinas.ac.uk/Adult-Education—follow the GCSE link (Functional Skills towards the end of that page).</p>	
<p>Telephone: 0161 419 3620 e-mail: adulthoodeducation@aquinas.ac.uk</p>	

LEISURE AND FITNESS COURSES

BAKING



Baking for Beginners Monday 6.30—8.30 pm

This course looks at the basic principles of baking; using the correct equipment, ingredients and techniques to ensure a recipe is produced successfully. This is a practical, hands-on cookery course, designed for beginners, so each technique will be taught “from scratch” to ensure clarity and understanding. Learners will prepare a range of cakes, biscuits, tarts, pies, flans, pastries, breads and muffins. Learners will be offered a choice of dishes each week so that they may build up a portfolio of recipes. By the end of the course you will have developed your knowledge and skills, and increased your confidence to reproduce the recipes at home, and to move on to a more advanced course

CREATIVE COURSES



Ceramics Tuesday 6.45 –8.45 pm

This course is designed for anyone wishing to learn how to use clay to create their own pieces of work. Over the weeks you will develop your skills using a variety of techniques. Not only will you learn to work with clay, you will also have the opportunity to glaze your work yourself and use the kiln to fire your pieces. You will take home all of the work that you produce.



Creative Stitches & Textile Art Monday 6.30—8.30pm

This course is for anyone who has an interest in stitch and textiles art. You will work with traditional materials such as woven cloth through to more diverse backgrounds for example, paper cloth, silk paper, card, plastic and metal. The tutor will guide you to develop your own individual style throughout the sessions and to create two- or three-dimensional textile piece(s) each term. Research is encouraged to explore the work of professional textile artists both past and present.



Creative Writing

Tuesday 7—9 pm

Writing is fun. It develops creativity and allows us to tap into our inner world to enjoy exploring our ideas. Sometimes getting things down in black and white can even help sort out what we're really thinking and feeling. We can perhaps even find out new things about ourselves! The course enables us to do this by exploring the different skills involved in writing poetry, short stories and non-fiction such as memoir or travel writing.



Floral Design (Beginners)

Tuesday 6.30—8.30 pm

Have you ever wanted to learn how to arrange flowers in a professional way? Then this is the course for you! Learn the basic skills of floristry in a supportive environment with an experienced working florist/tutor.



Floral Design (Intermediate)

Monday 6.30—8.30 pm

Have you ever wanted to learn to arrange flowers in a professional way? Then this is the course for you! Learn how to create designs for special events and occasions along with new and on trend ideas in the floristry business.

Woodwork Project

JANUARY 2022 TERM ONLY

Tuesday 6.00—8.00 pm

If you enjoy woodwork and would like the opportunity to join a small friendly class in a modern well-equipped workshop, this could be the course for you. This is a structured course starting in September and is open to 'beginners' as well as more experienced/confident woodworkers.





Introduction to computing

Tuesday 6—7 pm

If you feel that computers are a scary prospect and technology has left you behind? Then this introduction to computing course is the ideal course for you. It is aimed to give you confidence in basic computer use. You will be studying using workbooks and doing practical exercises in a class with other students and supported by friendly and patient staff who will help you develop your skills on the computer.



ICT Office Skills Intermediate level

Tuesday 7—9 pm

This course is designed to teach the new and intermediate user alike how to use the many features of Microsoft Office 2013 to create documents, publications, presentations, spreadsheets, databases, advanced spreadsheets & features of Outlook. These skills are recognised by employers everywhere and will enhance your CV and personal career development. The course can also be used as a 'refresher / update' on the latest software.



PLEASE NOTE:

All courses are subject to a minimum number of enrolled students and will only take place if this number is reached.

We do not guarantee continuation or higher levels of courses in future years.

Where offered, we aim to keep each course open for 3 terms.

There may be an opportunity to enrol in term 2 or 3 for some courses, usually if someone leaves the course part way through. Call 0161 419 3620 to enquire.



Photoshop for Digital Photography (Beginner)

Monday 7—9 pm

This course is designed as a beginner's introduction to using Photoshop for digital images. We will take a step by step approach with regular practical sessions to practise new techniques. To enrol on this course you will need basic keyboarding skills as you will be using a computer software package.



Introduction to Photography (Summer term 2022 only)

Monday 7—9 pm

This course is designed for complete beginners to enthusiastic amateurs. It will cover issues that apply equally to compact cameras and SLRs. (single-lens reflex cameras) but not aimed at specific types of camera. It is about getting the best out of the camera you bring to the course with you. With regular practical sessions you will learn how to take photographs you will be proud of.

Our leisure and language courses are for three terms

Autumn: September / October to December

Spring: January to March

Summer: April to July

We ask you to pay fees prior to the start of each term, so if you attended for all three terms, you would pay 3 times:

Term 1—Autumn—pay during August

Term 2—Spring—Pay end November 2021

Term 3—Summer—pay mid March 2022

This allows you to progress in the subject over the three terms OR just do one or two terms only depending upon your circumstances.



Painting & Drawing Skills (Beginner)

Monday 6.45—8.45 pm

Basic techniques in Drawing and Painting. This course is designed for those who have little or no knowledge or background in the visual arts. The course will give you the opportunity to try a variety of art materials and work at your own pace.



Painting & Drawing Skills (Intermediate)

Tuesday 6.45—8.45

pm

The course is designed for rusty returners or those who have attended art courses previously at Aquinas College or other institutions. This course assumes you have basic knowledge, skills and have used a variety of art materials. The course looks at more extended techniques such as image transfer, collagraph and basic printmaking as well as returning to traditional approaches of painting and drawing. You will work at your own pace.



Painting for Pleasure

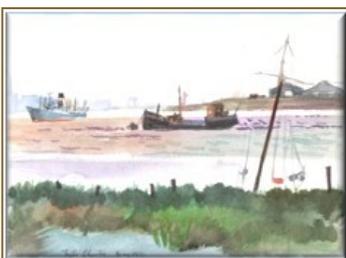
Monday 6.45—8.45 pm

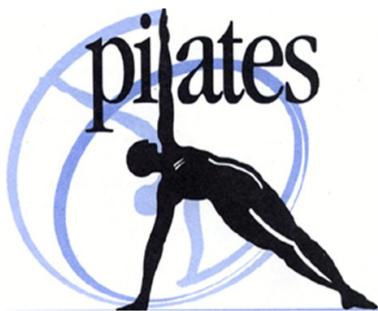
This course is for anyone who is interested in exploring drawing & painting. You will be encouraged to develop your own individual style experimenting with a broad range of media. A variety of themes and projects will be set and each term there will be a focus on portrait & costume. Learning from art history and contemporary practice you will discover new techniques & skills

Watercolour for Beginners

Tuesday 6.45—8.45 pm

This course is for anyone who is interested in exploring drawing & painting. You will be encouraged to develop your own individual style experimenting with a broad range of media. A variety of themes and projects will be set and each term there will be a focus on portrait & costume. Learning from art history and contemporary practice you will discover new techniques & skills





Pilates (Fitness)

Monday 6.50—7.50 pm OR 8-9 pm

Pilates is a series of exercises designed to strengthen your core muscles, challenge your balance and co-ordination and improve your overall flexibility and muscular strength. This course is a Fitness Pilates class so is for general fitness and not designed to address specific physical conditions although many have found it helpful for easing aches and pains. You must be able to lie on the floor for this class.



Yoga: For everyone

Tuesday 7.30—9 pm

Yoga: Advanced

Tuesday 6—7.30 pm

Yoga helps to restore movements to your joints and increases vitality, strength and offers a sense of well-being. It is a simple and effective way of keeping the joints young and your mind calm! The good news is that anyone can do it, from the creakiest to the most flexible person – no-one is too old to start!. After stretching out we enjoy a period of meditative relaxation aimed at calming the mind and the muscles.

Yoga—half term short trial:

Tuesday 7.30– 9 pm

Not sure if its for you? Why not try this short taster and join the Yoga for everyone class.



LANGUAGE COURSES

You pay each term, however by staying on the course from September to July (3 terms), you have the opportunity to progress in the language chosen.

If you are not sure which level to enrol onto, just call us on 0161 419 3620 for assistance.

There may be an opportunity to enrol mid course —call 0161 419 3620 to enquire for availability.



FRENCH

Beginner—New	Monday	6 to 7.30 pm
Beginner #	Tuesday	7.30 to 9 pm
Beginner (Yr 2/3) #	Tuesday	6 to 7.30 pm
Intermediate (Yr 4) #	Monday	7.30 to 9 pm
Intermediate (Yr 5) #	Monday	6 to 7.30 pm



GERMAN

Beginner—New	Monday	7.30 to 9 pm
Beginner—New	Tuesday	6 to 7.30 pm
Beginner (Yr 2)	Monday	6 to 7.30 pm
Intermediate (Yr 4) #	Tuesday	7.30 to 9 pm



ITALIAN

Beginner—New	Monday	6 to 7.30 pm
Beginner—New	Tuesday	6 to 7.30 pm
Beginner (Yr 2)	Tuesday	7.30 to 9 pm
Intermediate (Yr 3)	Monday	7.30 to 9 pm
Intermediate (Yr 3) #	Tuesday	6 to 7.30 pm



SPANISH

Beginner—New	Monday	7.30 to 9 pm
Beginner—New	Tuesday	6 to 7.30 pm
Beginner (Yr 2) #	Monday	7.30 to 9 pm
Beginner (Yr 2/3) #	Tuesday	7.30 to 9 pm
Intermediate (Yr 4/5) #	Monday	6 to 7.30 pm

Continuing classes: This indicates that students enrolling on these courses would have been attending during 20/21 but due to the disruption of lockdowns will be able to return to that level to continue.

New students can still enrol.

FEES for Leisure & Language Courses 2021-22

Fee remission: Documentary evidence confirming that you meet the criteria is required before any fee remission can be given. We are asking you to enrol by phone so this evidence would need to be scanned and emailed to us or posted to us. You would have 7 days to provide this evidence. Failure to do so, will result in the fee paid being refunded or the full fee being requested. (See full description page 14 in: Fees and Charging Policy).

Split payments: You can opt to pay half the fee at enrolment followed by the second half one month later.

A FULL FEE LIST IS AVAILABLE ON REQUEST: CALL 0161 419 3620

One weeks fee given below:

LEISURE Courses* (Enrol from 16th August)	Hours Per week	Full Fee Per week £	Benefit fee Per week £
LANGUAGE Courses (Enrol from 23rd August)	1	5.85	2.80
	1.5	8.77	4.20
	2	11.70	5.60

*Some leisure courses will have additional costs added to the fee EACH TERM for materials needed.

£5 per term:
Baking

£7 per term:
Flower Design

£15 per term:
Ceramics
Creative Stitches
All painting courses

The example fee shown below is for a 10 week x 1.5 hour course

So if you attended for all three terms, you would pay 3 times:

Term 1: August Term 2: December Term 3: March

EXAMPLE:	10 WEEK X 1.5 HOUR COURSE (with no additional material costs)	Full fee:	Benefit fee:
		£87.75	£42.00



Fees correct at the time of printing but may be amended should a tutor request a change in hours per week or number of weeks.

FEES AND CHARGING POLICY:

Fees for all Adult Education Courses are reviewed annually and are submitted by the Head of Adult Education for approval by the Resources Committee of the governing body.

Examination courses:

Fees for examination courses are calculated in accordance with the regulations given to the college by the Greater Manchester Combined Authority (GMCA) & the Education & Skills Funding Agency (ESFA) and fee remission is available on some courses (see page 13). Fees include the cost of examinations etc. You will be charged for not sitting an examination booked in advance for you and/or re-sitting a failed examination. Where courses are described as 'full fee only' no fee remission is available and the full fee will be due by all applicants.

Instalment scheme:

Students enrolling onto examination courses will be able to take advantage of our instalment scheme (see page 1 for further details) or ask at enrolment.

Printing: You will have access to £5 worth of credit for printing; once that has been used you will have to pay for additional credits. Prints cost £0.02 each for black and white and £0.10 each for colour.

Leisure courses:

For those paying the full fee, the hourly rate is **£5.85**. In some cases, courses may incur an additional fee for materials (such as ceramics, creative textiles, painting, etc.).

The full fee is due for all courses at enrolment during August and September or at enrolment in December/January and March/April. The fee **MUST** be paid prior to your first evening. We do not allow enrolments for half a term, only full terms.

Split payments are available—the first payment at enrolment and the second payment due one month later. Reminders will be sent to you for the second payment at the appropriate time.

Re-enrolment for spring and summer terms—reminders will be issued to students still attending.

Refunds are NOT available for part attended courses.

Debit/Credit Card charges: You will not be charged for using a debit or credit card.

Concession rates and rules

For students who are able to claim fee remission (as explained below), the hourly rate is **£2.80**.

- ◇ Before any concession can be given, evidence should be scanned and emailed or posted within 7 days of paying your reduced fee. Failure to do this will result in your place being cancelled and fees refunded, or the full fee being requested.
- ◇ Evidence for fee remission will be recorded by the centre staff and kept securely.
- ◇ This evidence must be dated no more than 8 weeks prior to the start date of the course.
- ◇ This is needed for every year in which a concession is being claimed.
- ◇ See full list of accepted benefits on page 13.

Please note that these rates are only available to people aged 19 and older at the start of the course.

Concession	Proof Required
Receiving Jobseekers Allowance (JSA) (Income based only)	A current JSA1 form authorised by Jobcentre Plus or letter of entitlement
Receiving Employment and Support Allowance in the Work Related Activity Group (ESA - WRAG only)	Current letter of entitlement from HM Revenue & Customs
Receiving Universal Credit (mandated for skills training/unemployed) Any other Income-based benefit (as listed in the green box above)	Current letter of entitlement
Adult learners studying their first full level 2 / level 3 qualification	Declaration to be signed at enrolment
English & Maths GCSE—not yet achieved a Grade 'C'	Declaration to be signed at enrolment

Level 1 and level 2 funded courses:

GMCA (Greater Manchester Combined Authority): You MAY be entitled to fee remission if one of the following applies to you:

You receive Job Seeker’s Allowance (JSA)

You receive Employment Support Allowance (ESA) Work related activity group only (WRAG)

You receive Universal Credit and are unemployed (UC)

Low Income: Earning less than £18,135 gross annual salary, assuming a 37.5 hour contract with paid statutory holidays

You are aged 19-23 and you are enrolling on your first full level 2 qualification

You are aged over 16 but under 19 when you start your qualification

Level 3 courses:

(Access to HE only): If you are aged 19-23 the course is free if this is your first full A level.

Advanced Learner Loans are available for students aged 19—23 who already have a level 3 qualification or if you are 24+.

Level 3 courses: (AAT Level 3 Bookkeeping or Accounting)

You can take advantage of the Learner Loan to pay your fees, or you may opt to pay your own fees or ask your sponsor/employer to contribute **brief details below:**

Any UK resident aged 19+ who enrolls onto an eligible course can take out an Advanced Learner Loan to pay the tuition fee (contact us on 0161 419 3620 to check). This applies to unemployed people too. Once your loan is approved for your course and you start attending, the Student Loans Company pays college directly. Following completion/the end of your course, you start paying the loan back when your earnings reach £25,000+. This is written off after 30 years.

You cannot apply for an Advanced Learner Loan until you have been offered a place on a course by the college.

If the loan is for an Access to Higher Education Diploma and you go on to successfully complete a degree, the loan will be written off. Contact us on 0161 419 3620 for further information on Advanced Learner Loans.



Leisure, Fitness, General Interest and Language Courses

You MAY be entitled to fee remission, IF you are in receipt of:

Income-based benefits (formerly known as means-tested):

- Council Tax Benefit (CTB)
- Housing Benefit (HB)
- Income Support (IS)
- Working Tax Credit (WTC) (Excludes Child Tax Credit)
- Guaranteed Pension Credit (GPC)
- Jobseeker’s Allowance (JSA)
- Employment Support Allowance (ESA)
(Work Related Activity Group only)
- Universal Credit (seeking work)

Unwaged dependant of the above - (named spouse/partner/
adult dependent of income based benefit claimant)

- Supported Asylum Seeker/Refugees in receipt of the equivalent of income-based benefit (assistance under the terms of the Immigration and Asylum Act 1999) and dependants
- You are in receipt of Carer’s Allowance
- You are issued with a Stockport Council Band A Leisure Key (starts with: 1/...)

In all cases, documentary evidence confirming that you meet the criteria is required before any fee remission can be given. This should be brought with you when you come to enrol. Failure to do so, will result in the full fee being charged.

GENERAL INFORMATION

ADVICE & GUIDANCE:

Prior to enrolment, we offer you advice and guidance for all leisure and examination courses listed in this brochure.

For examination courses you will be asked to complete an application form and then attend an interview and take initial assessments, so please call 0161 419 3620 to request a form or download a copy from our website.

AMENDMENTS TO COURSES; CANCELLED CLASSES; REFUNDS:

From time to time Aquinas College may need to cancel or amend courses when situations arise beyond our control, such as teachers who become sick or leave our employment. **Should we have to cancel a class, every effort will be made to rearrange the class.**

The College operates a 'no refund policy' for part-attended courses, circumstances such as illness, work commitments, holidays, relocations etc. are not considered adequate reasons to request a refund.

EQUAL OPPORTUNITIES:

Aquinas College is committed to Equal Opportunities (policy available upon request).

LEISURE/FITNESS/LANGUAGES:

Fees vary depending on the number of weeks in each term. Payment is due before the start of each term. Split payments are available—the first at enrolment, the second one month later.

Instalment Scheme (examination courses only): If your fee is over £250 you may be able to pay in instalments. You will be required to pay 50% of the total course fee at enrolment and the balance by standing order payments spread between 2 to 5 monthly payments. Please ask for details when you enrol.

Failure to pay an instalment will end the agreement and the balance remaining will become due immediately.

Similarly, if you withdraw from the course early, you are liable for any fees unpaid and will be invoiced for that balance.

LEARNING SUPPORT:

We have learning support staff working in examination classes offering support for students who have been identified as needing support during their course, this can also be help with communication and study skills. We also have a specialist member of staff who can organise assessments for exam arrangements should extra time or resources be required.

Help is available at any time throughout the examination year on Monday and Tuesday evenings and is offered to any student enrolled on any course at Aquinas College, so please ask if you think you may need help.

PRIVACY POLICY & DATA PROTECTION—full details on our website.

COVID-19 UPDATES**COVID—19****RULES ON SOCIAL DISTANCING/MASKS ETC.**

College will act on any new directives from the government and apply them accordingly in September.

ENROLMENT FOR LEISURE COURSES:

To continue COVID-19 rules and regulations, enrolment during August will be different. No unauthorised visitors will be allowed into the building so enrolments FOR LEISURE COURSES will have to be by telephone with payment by card.

This will cause high call volume so we would ask you to be very patient when trying to get through to us.

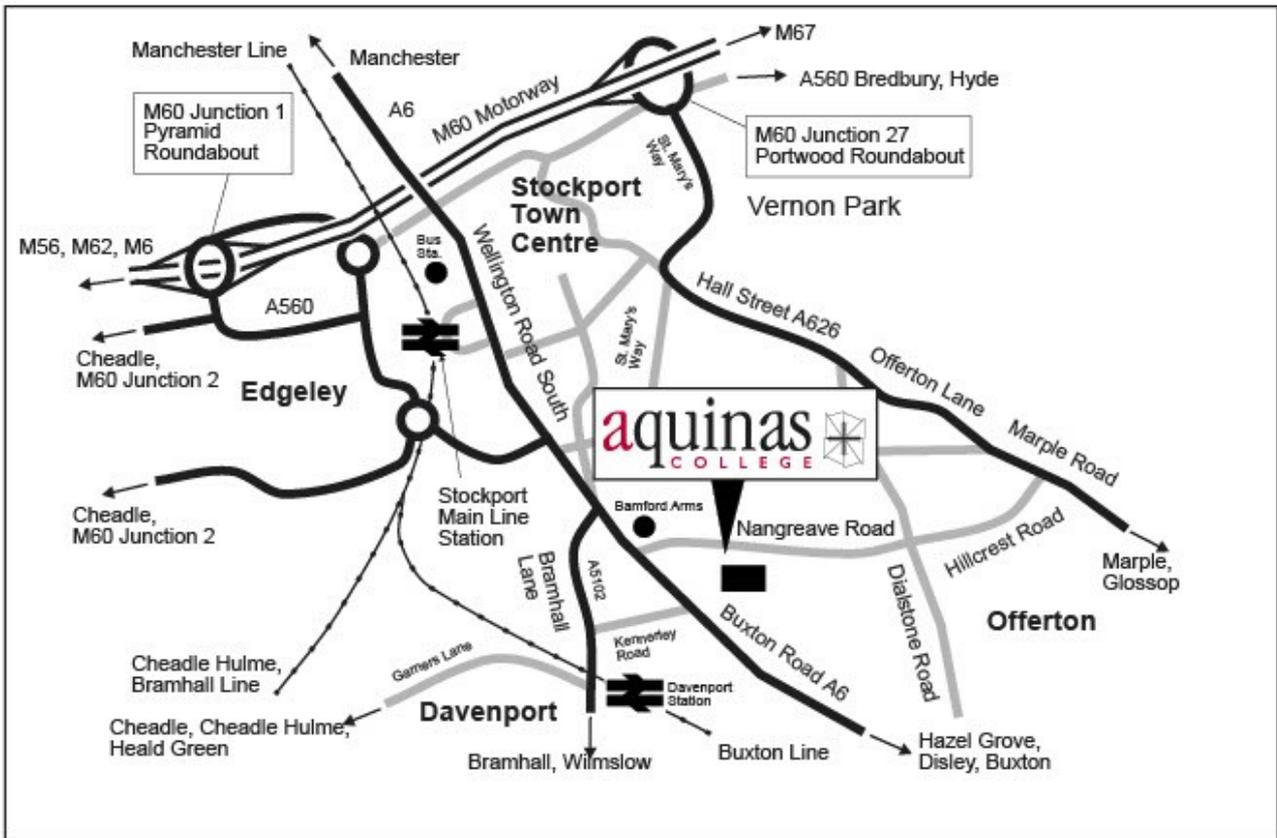
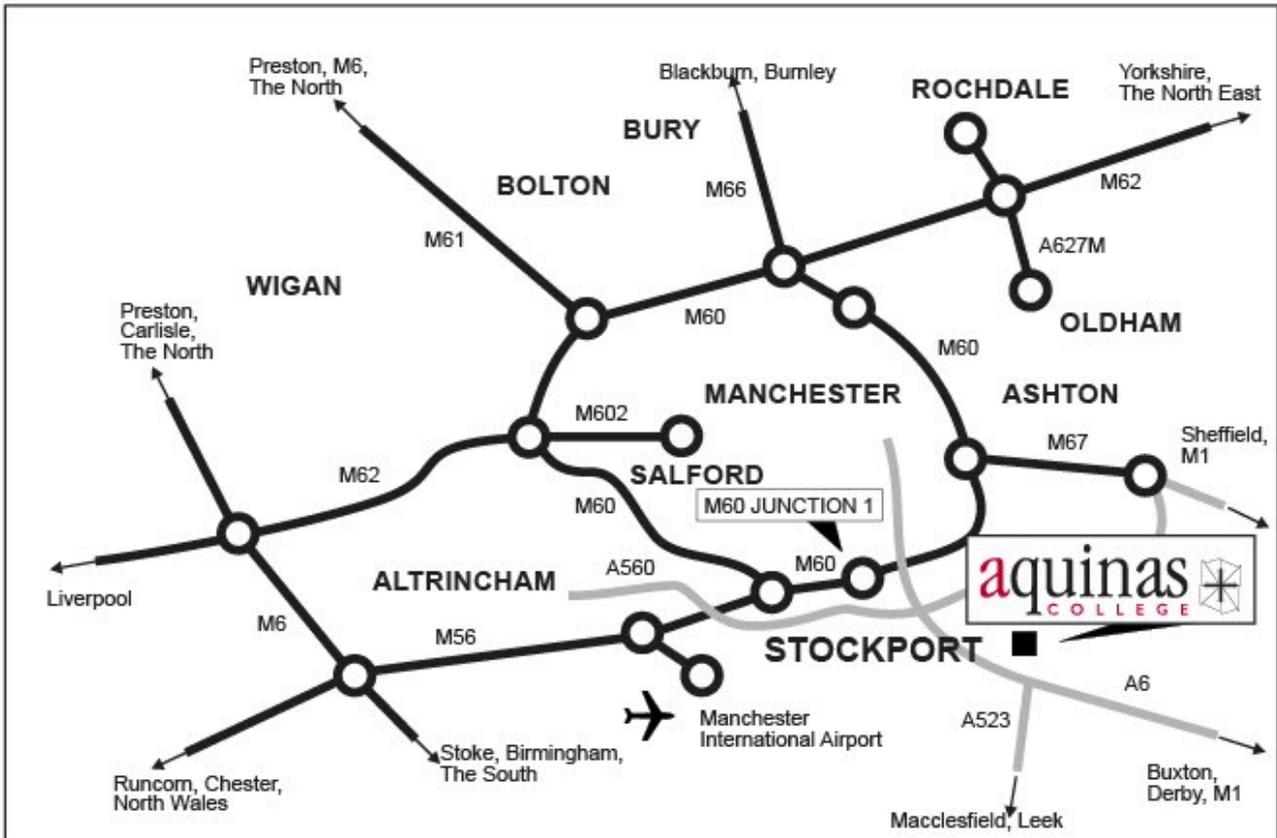
All fees **MUST** be paid prior to attending your class in September, January or April. There will be limited access to paying fees inside the building.

ACADEMIC & LEISURE COURSES—RISK OF LOCKDOWN:

ACADEMIC: If we find ourselves in another lockdown situation, academic lessons will continue but remotely. Instructions on how this works will be given to all students at induction.

LEISURE: If the rules are that no mixing is allowed, leisure courses will be closed until we are given instruction to open again. You will be kept informed of any of these decisions.







ADULT EDUCATION

Aquinas College Adult Education

Nangreave Road

Stockport

Cheshire

SK2 6TH

<http://www.aquinas.ac.uk/courses/adult-education-courses/>

e-mail: adulthoodeducation@aquinas.ac.uk

HOW TO CONTACT US:

0161 419 3620 Adult Education

direct line—open as listed above until 8.15pm Monday &
Tuesday evenings during term time

OR

0161 483 3237 (the college switchboard which is open until
4.30pm weekdays)



[@AquinasAdultEd](https://twitter.com/AquinasAdultEd)



[@AquinasCollegeAdultEducation](https://www.facebook.com/AquinasCollegeAdultEducation)