

Coláiste Dhúlaigh College of Further Education
Further Education Part-Time Courses
AUTUMN PROGRAMME - 2009

Daytime

Computer & Business Courses

D912	Computers & Internet for Beginners~ Step 1 <i>Learn the basics of using computers: Internet, e-mail, word-processing & spreadsheets. Option to sit a recognised qualification. Examination fee is not included. Starts Tuesday 29th September.</i>	Tues	11.00 - 1.00	10	€135
D913	Computers: Intermediate ~ Step 2 <i>Upskilling to a higher level? Hope to improve your skills in Word, Access, Excel & Powerpoint or prepare for E.C.D.L? Optional Fetac L3 / L4 certificate. Then this is the course for you! Starts Monday 5th October.</i>	Mon	11.00 - 1.00	10	€135
D914	Computers - ECDL ~ 3 Modules <i>Basic Concepts of I.T.; Access /database; Internet & Communications - [3 of 7 modules covered]. A very desirable qualification today. . Starts Wednesday 30th September.</i>	Wed	2.00 - 5.00	7	€265
D916	Computers – Advanced ECDL3rd October	Sat* & Wed	9.30 - 2.30 2.00 - 5.00	1 2	€210
	<i>€40 is payable per test, course tuition fee is per advanced module - we will run 3 sessions and test at the end of the final session. For other advanced modules courses runs [1]~29th & 30th October and [2]~1st & 2nd Nov</i>				
D917	Desk Top Publishing - DTP ~ Fetac Level 5 <i>A Collection of Work & project using an extensive range of specific learning outcomes using both design and page make-up applications is achieved. Application training will include Quark Express, Adobe Indesign [tbc], Photoshop and Illustrator. Starts 3rd October.</i>	Sat*	9.00 - 2.30	8	€365
D918	Customer Care ~ Fetac level 5 <i>A module to enable learners to deliver quality customer service in any industry. Focus is on the skills & knowledge required to perform effectively as a representative of an organisation. Can be combined with course E909.</i>	Sat*	9.30 - 1.15	8	€210
D919	Legal Secretary ~ part 1	Sat* Mon	9.30 - 1.30 6.30 - 8.00	8 10	€400
	<i>A qualified Legal Secretary is an invaluable asset to any law practice requiring high levels of office administration skills with the specific legal knowledge & understanding. Book-keeping & Legal aspects of accounting. Requirement - Leaving Cert English or equivalent & familiar with IT applications and typing speed of at least 20 wpm. Co-ordinated by a fellow of Legal Accountants. Commences 3rd October.</i>				
D920	Primary Certificate in Hygiene Skills - HACCP <i>A one-day course in Hygiene course in hygiene skills. Starts Wednesday 2nd September.</i>	Wed	9.30 – 5.30	1	€200
D921	Sustainable Energy Course <i>An introduction!. For builders & home owners Starts Monday 7th September.</i>	Mon, Tues	10.00 – 16.00	2 days	€215
D922	Systems Maintenance FL6 <i>Designed for the learner to acquire the necessary skills and techniques for repairing, maintaining and troubleshooting hardware and software problems. Starts Saturday 3rd October</i>	Sat*	9.30 - 2.30	8	€425

REPEAT TESTING of ECDL MODULES – Available one Saturday per month



Contact Details: Pat Garvan & Ciaran McNulty

Phone: 01 - 848 1400

Fax: 01 - 848 1544

Email: info@cdcfec.dvec.ie

CC email to fept.dhulaigh@gmail.com

Further Detail: www.fept.org

Colaiste Dhulaigh CFE ~ Part-Time Courses ~ FEPT

Colaiste Dhulaigh CFE ~ Part-Time Courses ~ FEPT