

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

**Professional & Business**

Code	Course	Day	Time	Weeks	Fee
E901	<b>Business Management ~ Fetac L6</b> <i>A unique opportunity to gain a Fetac level 6 qualification. Develop knowledge &amp; understanding of the management process &amp; skills. <b>Course starts 28<sup>th</sup> September.</b></i>	Mon	7.00 - 9.30	20	€450
E902	<b>Management &amp; Leadership in Community Organisations ~ F L 6</b> <i>E30168 <b>Starts 6<sup>th</sup> October.</b></i>	Tues	7.00 - 9.00	20	€400
E903	<b>Book-keeping/Business Calculations ~ Fetac L5</b> <i>Manual &amp; Computerised book-keeping for the office along with a valued Fetac level 5 qualification! <b>Starts Monday 28<sup>th</sup> September.</b></i>	Mon	7.15 ~ 9.30	10	€325
E904	<b>Payroll - Manual &amp; Computerised ~ Fetac level 5</b> <i>A very successful course last term, book early! <b>Starts 6<sup>th</sup> October.</b></i>	Tues	7.15 ~ 9.30	20	€325
E906	<b>Communications ~ Fetac L5</b> <i>Communication skills are highly valued in the workplace. These skills are central to personal, social, professional development and fulfilment. Gain a level 5 record of achievement from Fetac. <b>Commences 6<sup>th</sup> October.</b></i>	Tues	7.15 - 9.30	18	€250
E908	<b>Counselling Skills ~ Certificate</b> <b>Certified by NCS &amp; CDVEC</b> <i>This course focuses on increased self-awareness, different counselling approaches and develops counselling &amp; communication skills. Please contact the college in writing, with ALL your contact details before the 5<sup>th</sup> September and INCLUDE a paragraph about why you wish to pursue this course. Interviews for places may be held on the evenings of 21<sup>st</sup> &amp; 22<sup>nd</sup> September. <b>Course starts 28th September.</b></i>	Mon	7.00 - 9.30	20	€575
E908	<b>Counselling Skills ~ Professional Diploma – year 1</b> <b>Certified by City &amp; Guilds</b> <i>The Higher Professional Diploma in Counselling equips candidates with the high level of knowledge and skills they need to enable their clients to talk through, understand and cope with their experiences &amp; problems and move forward in their lives. <b>Course starts 5th October.</b></i>	Mon & Tues	7.00 - 9.30	20	€950
E909	<b>Floristry Theory &amp; Practice + Plant Care - Fetac Level 5</b> <i>An opportunity to gain two Fetac qualifications in Floristry ~ “Floristry Theory &amp; Practice” and “Floriculture &amp; Plant Care”. Include this programme with our Customer Care course – see D917 for a complete qualification to work in the floristry industry or set-up your own business. Retrain for this industry or gain recognition of your skills. There will be weekly material costs. <b>Course starts 6<sup>th</sup> October.</b></i>	Tues	6.30 - 9.30	22	€495
E910	<b>Front Line Management -year 1 - IMI ~ Hetac L 7 Diploma</b> <i>Course designed for team leaders, supervisors, specialist &amp; front-line managers. Registration with the I.M.I. is required. <b>Course starts 5<sup>th</sup> October.</b></i>	Mon & Tues	7.00 - 9.30	22	€950
E913	<b>Radio Programme Production ~ Fetac L 5</b> <i>Develop a critical awareness of commercial, community &amp; national broadcasting policy, roles/functions of the radio institution; creativity, craft &amp; technology of radio broadcasting plus administration &amp; work practices...a record of achievement from Fetac is awarded to successful students. <b>Commences 5<sup>th</sup> October.</b></i>	Mon	7.15 - 9.30	18	€270
E914	<b>Journalism – Print Journalism ~ Fetac L5</b> <i>Develop, writing skills that answer the editorial needs of newspapers, radio or television. Deadlines, spot a potential story, recognise fact &amp; fiction and understand the legal framework. <b>Commences 6<sup>th</sup> October.</b></i>	Tues	7.00 - 9.30	18	€275
E917	<b>Nail Training Professional Certificate</b> <i>A course specialising in Gel, Dip-acrylic and Fibergel Nail Technology in the art of nail-extensions. Students will need to purchase a professional kit at a cost of approx. €400.00 which includes a UV Curing lamp plus a registration and examination fee of €100. These fees are payable on the first night, by cheque or bank draft. A practical test &amp; multi-choice examination completes the course. <b>Presented by Advanced Institute of Nail Technology. Course starts 29th September.</b></i>	Tues	7.40 - 9.30	10	€165

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

- E919 LAW ~ Business Law & Legal Studies- Fetac L 5 Module**      **Tue**      **6.45 - 9.30**      **22**      **€470**  
*Two Fetac level 5 modules are presented covering such things as: Legal System & Business Environment; Contract, company, employment & Consumer Law etc , plus Legal documents. A perfect companion course for our Legal Secretarial course E922. Successful participants will achieve a record of achievement from Fetac. **Course starts 6<sup>th</sup> October.***
- E923 Photography ~ Fetac L 5**      **Mon**      **7.00 - 9.30**      **20**      **€375**  
*A fetac level 5 module is presented – Photography E20011. Ever wondered how things worked before digital? The 'Original Photographic Process' is what this course is all about! Students will learn how to develop, print and scan their own black and white negatives and images, as well as developing an awareness of photography as a contemporary medium of communication. A strong emphasis on digital technology will also be integrated into the course. This is an education in visual literacy as well as new and old school photographic techniques. A record of achievement from Fetac will be awarded to successful candidates. **Starts Monday 5<sup>th</sup> October.***
- E924 Photography Advanced Certificate ~ Fetac L 6**      **Mon**      **7.00 - 9.30**      **22**      **€500**  
*Two Fetac level 6 modules are presented. **Start Monday 5<sup>th</sup> October.***
- E926 Social Studies – Fetac L 5**      **Tue**      **7.00 - 9.30**      **20**      **€320**  
*Areas of sociology & social studies are studied. Useful for those intending to work in the areas of the social services, journalism, communications and education. **Starts 6<sup>th</sup> October.***



**Contact Details: Pat Garvan or Ciaran McNulty**

**Phone: 01 - 848 1400**

**Fax: 01 - 848 1544**

**Email: [info@cdcfe.cdvec.ie](mailto:info@cdcfe.cdvec.ie)**

**CC email to [fept.dhulaigh@gmail.com](mailto:fept.dhulaigh@gmail.com)**

**Further Detail: [www.fept.org](http://www.fept.org)**