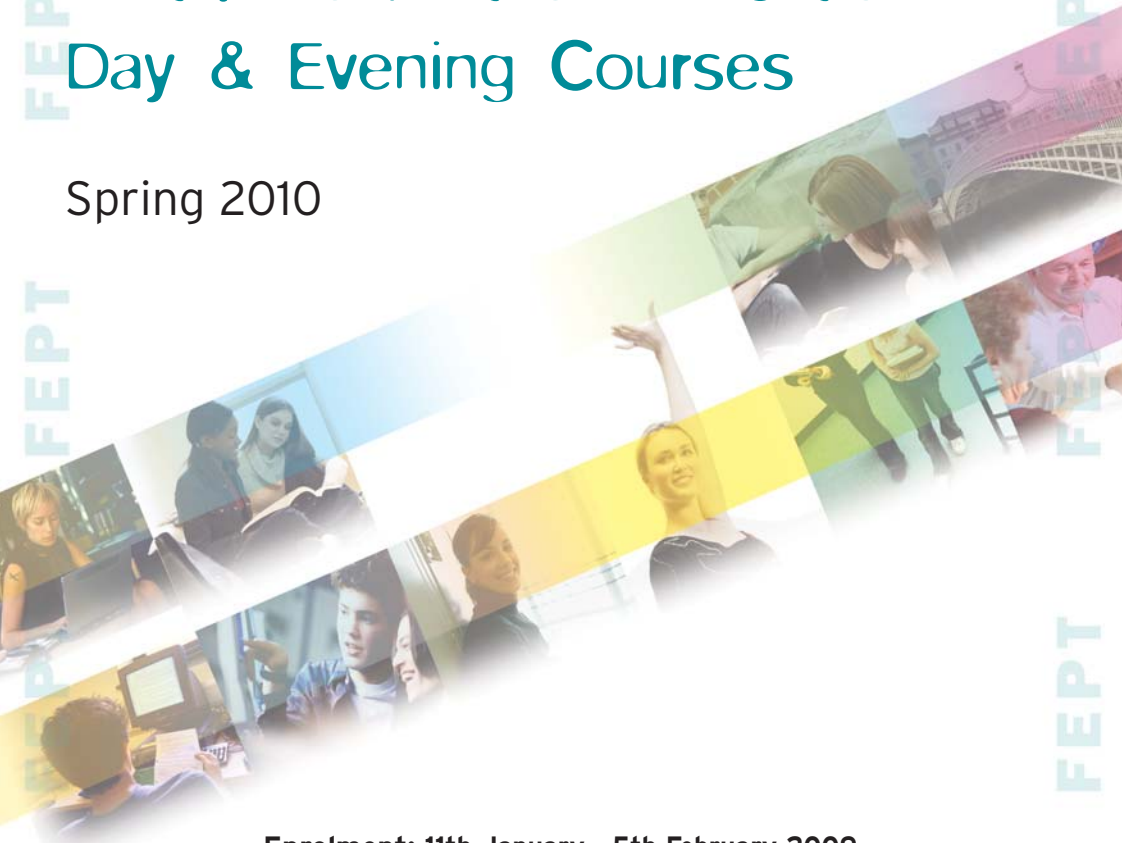




Coláiste Dhúlaigh
COLLEGE OF FURTHER EDUCATION

Part-Time Further Education Day & Evening Courses

Spring 2010



Enrolment: 11th January - 5th February 2009

Monday - Friday (excluding Wednesdays) 11th January - 5th February, 11.00 - 12.00 noon

Monday & Tuesday 11th & 12th, 18th & 19th, 25th & 26th January, 19.00 - 20.30 pm

OR BY POST

Phone: (01) 848 1400

Email: pat.garvan@cdcfe.cdvec.ie cc: fept.dhulaigh@gmail.com

Enrolling late may cause your chosen course not to form. Please enrol early.

NEW: On-line learning facility - Moodle

The college has initiated an on-line learning facility called Moodle. On this web-based interface tutors put documents, links to useful websites and assignments relevant to your course. Students log in with their name & password. Your co-operation in completing the enrolment form will assist the college with your awarding body & moodle registration.

FETAC modules can be viewed at www.fetac.ie/guide/modules.htm

DAYTIME PROGRAMME

Code	Course	Day	Time	Weeks	Start	Award Body	Cost
SD 001	Irish - Árdrang <i>Join in an existing class at a good price</i>	Tue	09.30 - 11.00	10	19/01/10	CD cfe or FETAC	€45
SD 002	Irish - Intermediate - Opt. Fetac L4 <i>Join in an existing class at a good price</i>	Tue	11.15 - 12.45	10	19/01/10	CDcfe or FETAC	€45
SD 003	Gaeilge - Árdrang SN* <i>Join in an existing class at a good price</i>	Mon	9.15 - 10.45	10	18/01/10	CDcfe or FETAC	€45
SD 004	Gaeilge - Intermediate SN* <i>Join in an existing class at a good price</i>	Wed	09.15 - 10.45	10	20/01/10	CD cfe	€45
<i>There are also Irish language courses running in Scoil Neasain, Mon & Wed that one may join at the prices above</i>							
SD 010	Computers Step 1	Tue	11.00 - 1.00	10	26/01/10	CDcfe	€125
SD 011	Computers Step 2+ [intermediate] <i>Optional Fetac Level 3 or 4</i>	Mon	11.00 - 1.00	10	01/02/10	FETAC	€125
SD 012	Computing ~ ECDL 4 Modules <i>Word; Excel; Powerpoint & File Mngt.</i> <i>Skills card extra €40</i>	Wed	2.00 - 5.00	12	03/02/10	ECDL	€375
SD 014	Special Needs Assistant ~ L5 <i>To include one-hour micro teaching support</i>	Mon & Thurs	10.00 - 12.00 10.00 - 1.00	23	08/02/10	NCFE	€595
SD 015	Special Needs Assistant 1 ~ L 4 <i>20 hrs work placement required in a school</i>	Fri	9.15 - 12.00	12	05/02/10	NCFE	€365
SD 019	Desk Top Publishing ~ Fetac	Wed	2.00 - 5.00	10	10/02/10	FETAC	€225
SD 020	Primary Certificate in Hygiene Skills <i>~ HACCP</i>	Wed	2.00 - 4.30	10	03/02/10	XX	€180

Fee waivers do not apply to our daytime Irish language courses

*SN ~ courses run in Scoil Neasan, Artane. Please enrol in Coláiste Dhúlaigh CFE, Coolock.

SATURDAY MORNING PROGRAMME

Saturday Course Dates: 9th January, 6th February, 6th March, 10th April & 8th May, 2010

Code	Course	Day	Time	Sessions	Start	Award Body	Cost
SD 051	Art	Sat	09.30 - 12.30	4	06/02/10	CD cfe	€90
SD 052	Catering Wish Dish	Sat	09.30 - 13.30	4	06/02/10	NCFE	€POA
SD 053	Celebrity Secrets <i>Learn how to do your own hair & make-up in a professional way. Candidates leave with a make-over!</i>	Sat	9.15 - 15.00	1 1	06/02/10 OR 08/05/10	AINT AINT	€110 €110
SD 054	Customer Care ~ Fetac L 5	Sat	10.00 - 1.30	5	06/02/10	FETAC	€290
SD 055	First Aid ~ Cardiac First Response - PHECC <i>Materials extra charge approx €12</i>	Sat	09.00 - 5.00	1	06/02/10	Pre Hosp	€140

EVENING PROGRAMME

Code	Course	Day	Time	Weeks	Start	Award Body	Cost
Business Courses							
SE 012	Counselling Diploma [Adlerian] ~ part 1 450 hrs reqd. - Recognised by IACCP and BAC	Mon & Tues Sat	6.45 - 9.30 9.30 - 13.30	12 4	01/02/10	BAC	€950
SE 014	Book-Keeping Fetac Level 5	Mon & Sat	7.00 - 9.30 9.30 - 12.30	11 4	01/02/10	FETAC	€325
SE 015	IMI Frontline Management - Hetac L 6 *€450 registration fee extra	Mon & Tues	7.00 - 9.30	10	01/02/10	HETAC	€455
SE 016	Setting Up Your New Business Taxation, Marketing etc.	Mon	7.00 - 9.30	8	22/02/10	CD cfe	€250
Computer Courses							
SE 001	Computers & Internet Step 1 - Beginners	Mon	6.00 - 7.40	10	25/01/10	CD cfe	€105
SE 002	Computers & Internet Step 2 - Improvers	Mon	7.45 - 9.30	10	25/01/10	CD cfe	€105
SE 005	Computers ECDL 3 Modules File Mngt; Database & P.point + €40 Skills card	Mon	7.15 - 9.30	12	25/01/10	ECDL	€300
SE 006	Computing for the Older Adult - EDI	Mon or Tue	6.00 - 7.55	10	01/02/10	CD cfe	€85
SE 010	CAD ~ Comp Aided Drawing C & G - L 4 €100 examination fee	Mon & Tues	6.30 - 9.30	11	02/02/10	C & G	€415
SE 012	Networking Fetac L 5 Existing class - achieve one module	Mon	7.00 - 9.30	10	18/01/10	FETAC	€200
Language Courses - Join in an existing class at a good price							
SE 021	Irish for Beginners - Conversational	Mon	6.30 - 8.00	10	01/02/10	CD cfe	€90
SE 022	Italian - for Beginners & Improvers	Mon	7.30 - 9.30	10	25/01/10	FETAC	€130
SE 023	Spanish Fetac L4	Mon	7.00 - 9.30	10	18/01/10	CD cfe	€125
SE 024	Spanish Fetac L5	Mon	7.00 - 9.30	10	18/01/10	FETAC	€140
SE 025	ESOL Fetac L4	Tues	7.00 - 9.00	10	19/01/10	FETAC	€100
Education Courses							
SE 028	Electronics - Fetac L 5	Mon & Tues	6.45 - 9.30	10	01/02/10	FETAC	€425
SE 029	Play & the Developing Child	Mon	7.00 - 9.30	8	01/02/10	IPPA	€110
SE 030	Special Needs Assistant 1 ~ L 4 To include one hour micro-teaching support	Tues	6.45 - 9.30	12	02/02/10	NCFE	€375
SE 031	Radio Programme Production - Fetac L5	Mon	6.30 - 9.30	9	01/02/10	FETAC	€300
SE 032	Physics - Leaving Certificate*	Mon	6.45 - 9.30	8	01/02/10	DES	€220
SE 035	TEFL - Certificate in Teaching Applications from graduates only	Mon & Tues Sat	6.30 - 9.30 9.30 - 13.00	12 6	01/02/10	ACELS	€785
SE 037	English - Leaving Certificate* Join in an existing class at a good price	Mon	7.00 - 9.30	9	18/01/10	DES	€110
SE 036	Mathematics - Leaving Certificate* Join in an existing class at a good price	Tues	7.00 - 9.30	9	19/01/10	DES	€140
*Students intending to sit the Leaving Certificate this summer should contact the DES before February 2010							
Skills, Arts & Crafts - Leisure							
SE 044	Door Security Certificate €40 registration payable	Wed	2.00 - 5.00	5	03/02/10	FETAC	€120
SE 047	Photography Digital ~ Beginners	Tues	7.15 - 9.15	8	02/02/10	CDcfe	€110
SE 050	Photography ~ Portraiture DSLR required	Tues	7.00 - 9.30	6	13/04/10	CD cfe	€175

Code	Course	Day	Time	Weeks	Start	Award Body	Cost
Health Fitness & Well Being							
EH 001	Assertiveness - Communication Skills	Tues	7.15 - 9.15	10	02/02/10	CD cfe	€85
EH 002	Occupational First Aid Certificate <i>Materials extra charge approx €12</i>	Mon	6.30 - 9.30	8	01/02/10	FETAC	€200
EH 003	Hill-Walking	Tue & Sat	7.00 - 8.30 9.00 - 1.00	1 4	02/03/10	CD cfe	€150
EH 004	Nail Training Professional Diploma 1 <i>Registration & kit cost €400 payable on 2nd night</i>	Tues	7.15 - 9.30	9	02/02/10	AINT	€150
EH 005	Mental Health - Fetac L 5	Tue	6.45 - 9.30	12	02/02/10	FETAC	€325
EH 006	Skin Care & Make Up <i>Materials extra charge - kit required</i>	Mon	7.15 - 9.30	10	01/02/10	CD cfe	€110
EH 007	Skin Care & Make-Up ITEC Certificate	Mon & Tues	6.45 - 9.30	10	01/02/10	ITEC	€470
EH 008	Tai Chi	Mon	6.45 - 8.15	8	22/02/10	CD cfe	€95
EH 009a	Yoga 1 for Beginners	Tues	6.30 - 8.00	10	02/02/10	CD cfe	€80
EH 009b	Yoga 2 ~ Continuation <i>Yoga participants - please bring a mat</i>	Tues	8.00 - 9.30	10	02/02/10	CD cfe	€85

Intensive Daytime Courses in May/June 2010

Should you wish to enquire about any of the courses listed or if you would like the college to arrange an intensive course for you or your organisation, **please contact Pat or Ciarán, 8481400.**

Code	Course	Day	Time	Sessions	Start	Award Body	Cost
SM 061	Advanced ECDL	two days / module	9.00 - 4.00	2	17/05/10	ECDL	€200
SM 062	Basic Guarding Skills Certificate L 4 <i>First step into the security industry + €40 reg fee</i>	Mon & Tues	9.15 - 3.30	2	24/05/10	FETAC	€150
SM 063	Door Security Skills Certificate L 4 <i>First step into the security industry + €40 reg fee</i>	Thurs & Fri	9.15 - 3.30	2	27/05/10	FETAC	€150
SM 065	Health & Safety Certificate -	Mon - Fri	9.15 - 4.30	5	24/05/10	FETAC	€365
SM 067	Computer Course ~ continuation <i>Optional Fetac</i>	Wed	11.00 - 1.00	5	12/05/10	CD cfe	€80
SM 068	Paediatric First Aid ~ 2-day course <i>Certification valid for 2 years</i>	Mon & Tues	9.15 - 5.00	2	24/05/10	PEFAC	€175
SM 069	Occupational First Aid	Mon to Wed	9.15 - 5.00	3	31/05/10	FETAC	€265

Courses designed for you!!

Contact: (01) 848 1400 / ciaran.mcnuilty@cdcfec.cdvec.ie OR pat.garvan@cdcfec.cdvec.ie
CC all emails to fept.dhulaigh@gmail.com Text (083) 348 1310 with Name & Address for a brochure

Coláiste Dhúlaigh COOLOCK
COLLEGE OF FURTHER EDUCATION

Information Evening for:

- ▶ Part-Time Courses ▶ Adults returning to College
- ▶ Parents/Guardians of Potential Students

Thursday, 28th January 2010 @ 8pm

NB: Part-Time Courses enrolling NOW!

Invitation

ENROLMENT PROCEDURES

Part-Time Further Education Day & Evening Courses

Contact: Pat Garvan - fept.dhulaigh@gmail.com



Barryscourt Road Dublin 17. Tel: 848 1400 Fax: 848 1544
Email: info@cdcfe.cdvec.ie Web: www.colaistedhulaigh.ie

a) **Enrolment by Post** - from 4th January 2010.

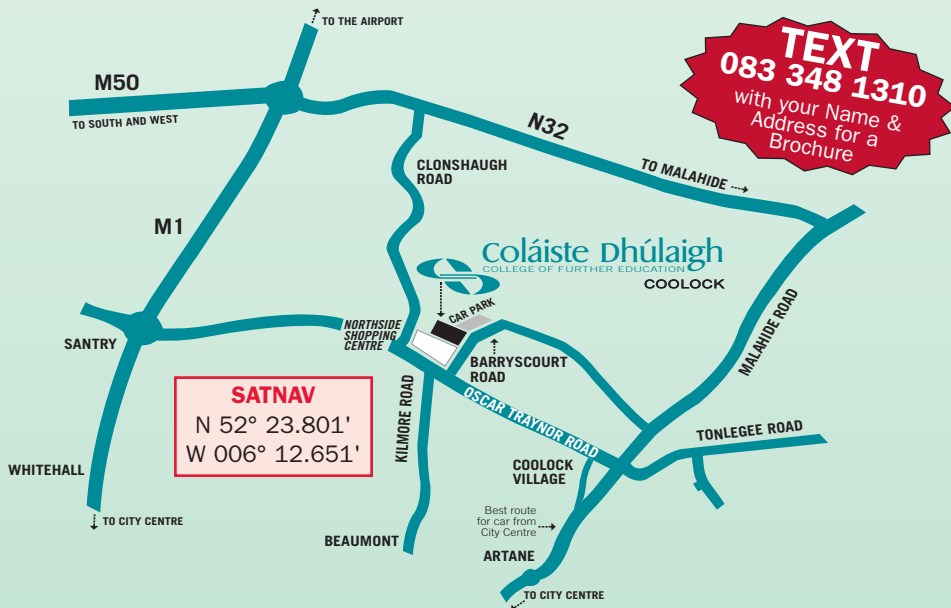
Post an Application Form or your Name & Address, phone numbers & course details along with the course fee and mark "FAO Pat Garvan".
Cheques, Bank Drafts or Postal Orders **payable to "City of Dublin VEC"**.

b) **Enrolment in Person at the College** - from 11th January 2010

Mondays & Tuesdays	11.00 - 12.00 Noon	19.00 - 20.30 pm
Thursdays & Fridays	11.00 - 12.00 Noon	

Fee Discounts - The College offers fee discounts to the following groups with Social Welfare Status: Unemployed Benefit, Unemployment Assistance, Lone Parent, Disability, Signing for Credits and Non-Contributory Pension. Maximum discount €75. **A partial fee waiver must be sought at the time of enrolment.**

Saturday course dates: 9th January, 6th February, 6th March, 10th April & 8th May 2010



Coláiste Dhúlaigh College of Further Education

CONDITIONS OF ENROLMENT & GENERAL INFORMATION

1. Enrolment may be carried out by a friend or relative provided it is with the full knowledge and consent of the person being enrolled.
2. Classes are only formed when the required quota (viable enrolment) is reached or appropriate adjustments are made. These courses are run on a self-financing basis.
3. All applications are dealt with on a strictly rota basis. Students will be contacted **ONLY** if they have not been accepted. If we are unable to accommodate you in your chosen subject or if your class does not form we will contact you by telephone or by post.
4. If the college does not contact you please assume that your enrolment has been accepted and that your course will start on the date stated in this booklet or on your receipt.
5. Fees/invoices (where applicable) must be paid in full before a student begins class.
6. Refunds (only applicable when a class does not form) are posted out at the end of the month following cancellation of class. Courses are run subject to sufficient enrolment and are self-financing. **Please ensure you choose your course carefully.**
7. Fee receipts are issued at enrolment and must be presented to the teacher at your first class. **Please keep the receipt for your own record.**
8. Fees are not transferable to another student.
9. **Fees cover tuition costs only. Materials used during class and examination/registration fees must be paid for separately** unless otherwise stated.
10. Fee Discounts may be available for some categories of Social Welfare recipients. Enquire at registration. Fee waiver maximum allowance is €75. All applicants qualifying for a partial fee waiver must pay at least €20 towards the cost of their course. Written evidence from the relevant social welfare agency must accompany your application for a fee discount. Discounts do not apply to Leisure / Recreation Courses or Daytime Irish Language courses. **The fee waiver must be sought at the time of enrolment only.**
11. College Rules and Regulations: By enrolling the student agrees to abide by the college regulations and the Code of Classroom Ethics.
12. The college cannot accept responsibility for loss or damage to property of students while in the environs of the college.
13. The director reserves the right to close a class at any time OR change the course duration, day and/or time if circumstances deem necessary.
14. If you must, please smoke outside the building in designated areas.

Refreshments: Tea, coffee and soft drinks are available in the student canteen.