



Dún Laoghaire College
of Further Education

100+
COURSES
ON OFFER

EVENING COURSES 2011-2012
Invest with Confidence



Invest with Confidence

Welcome to DCFE Evening School. In this brochure you will see a hugely varied range of courses, encompassing our existing ever-popular programmes such as Yoga, Sugarcraft and Web-Design. You will also discover courses available for the first time this year, such as Bicycle Repair, Focus on Irish History and Music Industry Management. Whether you choose an interest course, or one which will optimise your career opportunities, you can be assured that our programmes are run by highly qualified and experienced professionals in a friendly, supportive and client-led environment. When you invest in a DCFE evening course you can be confident that you will complete your chosen course as one more of our happy customers.

Tom Taylor
Adult Education Director

Pat Kiersey
Assistant Director

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CHILDCARE AWARD**€596****20 WEEKS****FETAC Level 5**

A nationally approved two year course accredited by FETAC (Further Education Training Awards Council) on successful completion of eight modules. Suitable for those already working in a variety of childcare areas, including: nurseries, creches, early childhood education centres etc. Also suitable for those with no experience in childcare who are interested in gaining employment in the area. It is necessary to seek four hours work experience per week in order to complete the practical assignments of the course. The course content relates to working with children between birth and the age of six. Certification on successful completion of two years:

Year 1:

Subjects	Night	Starts	Time
Child Development	MON	12th Sept 2011	7.00-9.30pm
Art and Craft for Childcare	WED	14th Sept 2011	7.00-9.30pm
Working in Childcare	MON	9th Jan 2012	7.00-9.30pm
Communications	WED	11th Jan 2012	7.00-9.30pm

Code: CHC 01**Year 2:**

Subjects	Night	Starts	Time
Early Childhood Education	MON	12th Sept 2011	7.00-9.30pm
Caring for Children (0-6)	WED	14th Sept 2011	7.00-9.30pm
Work Experience	MON	9th Jan 2012	7.00-9.30pm
School Age Childcare	WED	11th Jan 2012	7.00-9.30pm

Code: CHC 02**NOTE:**

This course requires Gardai Clearance.

Learners requiring clearance should apply via the college as soon as possible.



CHILDCARE SUPERVISORY MANAGEMENT AWARD**€899****24 WEEKS****FETAC Level 6**

This is a nationally approved one year course accredited by FETAC on successful completion of four mandatory modules with the provision that learners have previously successfully completed the FETAC Level 5 Award in Childcare. This program aims to equip the learner with the knowledge and skills to work productively with both staff and families. The program is suitable for learners with broad experience working in the field of childcare and currently has ongoing access through employment etc to an early childhood care and education setting in order to complete the practical assignments of the course. This program is designed for those who are currently working as or aspiring to work as a supervisor in a childcare setting. Learners are expected to be in a supervisory post or in a position to practice their supervisory skills.

Subjects	Night	Starts	Time
Child Development	TUE	13th Sept 2011	6.30-9.00pm
Early Childhood Programmes	WED	14th Sept 2011	5.00-7.00pm
Supervision in Childcare	TUE	10th Jan 2012	6.30-9.00pm
Social and Legal Issues in Childcare	WED	11th Jan 2012	5.00-7.00pm

Code: CHC 03**NOTE:**

This course requires Gardai Clearance.

Learners requiring clearance should apply via the college as soon as possible.



LEAVING CERT PREPARATION

Are you sitting in Leaving Cert in 2012? Do you need that extra support for your studies? The following courses will cover all vital aspects of the final exam and will focus on areas problematic for students. Optimise your potential and maximise your points in a supportive and student-led environment.

Subjects	Night	Time	Weeks	Price €	Starts	Code
BIOLOGY Semester 1	WED	5.45-8.15pm	8	119	5th Oct 2011	LC 31
BIOLOGY Semester 2	WED	5.45-7.45pm	10	149	18th Jan 2012	LC 32
MATHEMATICS (Higher) Semester 1	TUE	5.45-7.45pm	8	119	4th Oct 2011	LC 11
MATHEMATICS (Higher) Semester 2	TUE	6.30-8.30pm	10	149	17th Jan 2012	LC 12
MATHEMATICS (Ordinary) Semester 1	WED	6.30-8.30pm	8	119	5th Oct 2011	LC 21
MATHEMATICS (Ordinary) Semester 2	WED	6.30-8.30pm	10	149	18th Jan 2012	LC 22
SPANISH (Higher) Semester 1	WED	6.30-8.30pm	8	99	5th Oct 2011	LC 41
SPANISH (Higher) Semester 2	WED	7.00-8.30pm	10	119	18th Jan 2012	LC 42
SPANISH (Ordinary) Semester 1	WED	5.30-7.00pm	8	99	5th Oct 2011	LC 51
SPANISH (Ordinary) Semester 2	WED	5.30-7.00pm	10	119	18th Jan 2012	LC 52



ACOUSTIC GUITAR FOR BEGINNERS	€79	8 WEEKS
<p>Learning how to play popular songs for the guitar the fast and easy way. Students will quickly develop a good understanding of chords and strumming patterns which can be applied to thousands of songs across all music genres including, popular folk and contemporary to classic rock. Guitar and other accessories (e.g. nylon plectrum, guitar tuner & capo) are required.</p>		
<p>MON: 5:30-7:00pm Starts: 19th Sept 2011 6th Feb 2012 CODE: ART 01</p>		
ARCHAEOLOGY	€349	18 WEEKS
<p>FETAC Level 5 Component Award A comprehensive introduction to Irish archaeology from prehistoric times to the medieval period. Learn how to identify monument types and related material culture, archaeological techniques and explore specific sites and timescales. An optional field trip can be arranged.</p>		
<p>MON: 5.30-8.00pm Starts: 19th Sept 2011 CODE: ART 02</p>		
BICYCLE MAINTENANCE (BEGINNERS)	€69	4 WEEKS
<p>A small class working in a very 'hands-on' and interactive environment. Delivered by qualified mechanics from The Bike Rack of Johnstown Rd. Cabinteely to Cytech certificate standards. On completion students will be proficient in puncture repair, brake and gear maintenance, lubrication, cycling efficiency skills and safety etc.</p>		
<p>MON: 7.00-8.30pm Starts: 3rd Oct 2011 6th Feb 2012 CODE: ART 50</p>		
BIOLOGY (ANATOMY AND PHYSIOLOGY)	€349	20 WEEKS
<p>FETAC Level 5 Component Award Understand how the body functions and learn about the Circulatory, Respiratory and Muscular systems and various associated disorders.</p>		
<p>MON: 7.30-9.30pm Starts: 19th Sept 2011 CODE: HEA 01</p>		
BRIDGE (LEVEL 1)	€119	10 WEEKS
<p>Learn to play and enjoy the game of bridge. This course is suitable for absolute beginners and introduces the fundamentals of bridge: card playing, no trump opening and responses, suit opening bids and responses and competitive bidding. Practice play at each lesson. Delivered by a CBAI (Contract Bridge Association of Ireland) approved tutor. Students may progress to level 2 in Spring.</p>		
<p>MON: 7.30-9.30pm Starts: 19th Sept 2011 30th Jan 2012 CODE: ART 25</p>		
CARE PROVISION AND PRACTICE	€149	8 WEEKS
<p>FETAC Level 5 Component Award Develop caring skills and understanding of the needs of different groups requiring care and the role and responsibilities of the care worker. Ideal for those currently working in the care environment and wishes to acquire certification. This module is mandatory for the Level 5 Certificate in Community and Health Services – Community Care.</p>		
<p>MON: 7.00-9:30pm Starts: 19th Sept 2011 6th Feb 2012 CODE: HEA 53</p>		

NEW

NEW

MONDAY

CHILDCARE AWARD YEAR 1 AND YEAR 2	€596	10 WEEKS
FETAC Level 5 Major Award Certificate Please refer to page 4 for full details		
COMPUTERS FOR BEGINNERS	€99	10 WEEKS
For the complete beginner who has no previous experience of information technology. It covers the essentials of the two most popular uses of computers, Word Processing and the Internet. Word Processing covers text entry, editing, formatting, saving a file and printing. The Internet will cover Internet connection, search engines, accessing websites and setting up/using an email account. On completion of this course, students can proceed to the Computers for Improvers course in the Spring term.		
MON: 5.15-6.45pm Starts: 19th Sept 2011 31st Jan 2012 CODE: COM 05		
COMPUTERS FOR BEGINNERS	€99	10 WEEKS
For the complete beginner who has no previous experience of information technology. It covers the essentials of the two most popular uses of computers, Word Processing and the Internet. Word Processing covers text entry, editing, formatting, saving a file and printing. The Internet will cover Internet connection, search engines, accessing websites and setting up/using an email account. On completion of this course, students can proceed to the Computers for Improvers course in the Spring term.		
MON: 6.45-8.15pm Starts: 19th Sept 2011 31st Jan 2012 CODE: COM 06		
COUNSELLING SKILLS (NUI)	€1292	25 WEEKS
NATIONAL UNIVERSITY OF IRELAND Maynooth Level 7 Certificate An evaluation of the communication skills central to human relationships and which are important parts of today's personal and professional life. Participants must be 21 years or over. An NUI brochure is available in the college and from our website outlining syllabus of this course. Early enrolment is advisable.		
Mon & 4 Sats: 7.00-10.00pm (Mon) 9.00am-4.00pm (Sat) Starts: 19th Sept 2011 CODE: PRO 01		
CREATIVE WRITING	€119	10 WEEKS
Do you have a poem, short story, play or novel inside you, bursting to see the light of day? If so, this is your chance to write it! Practise the craft of writing; learn how to create memorable characters, devise a gripping plot, write believable dialogue, adjust the pace and focus of your story. In a relaxed, friendly environment with an experienced tutor.		
MON: 7.30-9.30pm Starts: 19th Sept 2011 30th Jan 2012 CODE: MED 01		

DESKTOP PUBLISHING	€349	20 WEEKS
<p>FETAC Level 5 Component Award Create and produce professional stationery, flyers, posters and newsletters etc. using the industry standard Adobe InDesign software. Gain the skills of desktop publishing for use in the workplace, the home and for self-employment. Page layout, booklet layout, work flow, file types, pre-press and packaging are covered. Basic computer skills are essential.</p>		
<p>MON: 7.00-9.00pm Starts: 19th Sept 2011 30th Jan 2012 CODE: COM 10</p>		
ENGLISH AS A SECOND LANGUAGE	€349	24 WEEKS
<p>UNIVERSITY OF CAMBRIDGE ENGLISH LANGUAGE SYNDICATE FCE Upper Intermediate Prepare for the Cambridge First Certificate exam, recognised by universities, government departments and employers worldwide. For people who use everyday written and spoken English at an upper-intermediate level and want to advance for work or study purposes. Emphasis is placed on improvement of reading, writing, listening, and speaking skills in conjunction with fostering the ability to apply this knowledge to practical situations.</p>		
<p>MON: 8.00-10.00pm Starts: 19th Sept 2011 CODE: LAN 04</p>		
ENGLISH AS A SECOND LANGUAGE - ELEMENTARY	€109	12 WEEKS
<p>FETAC Level 3 Component Award This course is suitable for those who have a basic knowledge of English and wish to: Develop their grammar, pronunciation, comprehension and vocabulary through participation in speaking, listening, reading and writing exercises and acquire sufficient skills to progress towards further study.</p>		
<p>MON: 6.30-7.50pm Starts: 19th Sept 2011 30th Jan 2012 CODE: LAN 02</p>		
GERMAN (STAGE 1)	€99	10 WEEKS
<p>The aim of this course is to teach basic pronunciation and vocabulary associated with normal everyday oral communications. It is suitable for complete beginners, providing them with the opportunity to develop confidence and functional fluency in speaking and understanding the language.</p>		
<p>MON: 7.00-8.30pm Starts: 19th Sept 2011 30th Jan 2012 CODE: LAN 08</p>		
HANDCRAFTS WITH YARN AND TEXTILES	€79	8 WEEKS
<p>NEW This course will teach crochet, knitting and embroidery. YOU choose which craft you would like to learn. For the absolute beginner to the slightly more advanced. This course will be informative, enjoyable and relaxing.</p>		
<p>MON: 8.00-9.30pm Starts: 19th Sept 2011 6th Feb 2012 CODE: ART 51</p>		

IRISH	€99	10 WEEKS
<p>For parents of children in the 3-7 age groups, who have forgotten the Irish language learned at school, or who have a very basic level of Irish and want to help their children with their homework or class work. Class is based on both conversational and written language that is started at a foundation level, refreshing the language and then learning the basics of the language form there.</p>		
<p>MON: 7.30-9.00pm Starts: 19th Sept 2011 30th Jan 2012 CODE: LAN 10</p>		
LIFE DRAWING	€219	10 WEEKS
<p>This course involves the teaching of traditional life drawing techniques using pencil, charcoal, pastel or pen and ink on paper. It will consist of a series of short poses and exercises followed by longer poses. The aim of the course is to improve the students' observation of light, form, perspective and space using the human form as subject matter. Life drawing will bring about a dramatic improvement in drawing and observational skills in all areas of art and design practise and this course is open to all levels of student from the beginner to the more advanced.</p>		
<p>MON: 6.00-9.00pm Starts: 19th Sept 2011 30th Jan 2012 CODE: ART 32</p>		
MATHEMATICS	€249	20 WEEKS
<p>FETAC Level 5 Component Award Do you need a mathematical qualification for your college application or wish to improve your numeracy skills for your career? This module, an alternative to Leaving Cert Maths, satisfies the entry requirements of many degree courses. You will study; Modelling using Mathematics, Graphs, Functions & Rates, Geometry & Trigonometry, Statistics & Chance, Calculus & Complex Numbers.</p>		
<p>MON: 5.30-7.00pm Starts: 19th Sept 2011 CODE: PRO 07</p>		
MEDIA ANALYSIS	€229	10 WEEKS
<p>FETAC Level 5 Component Award Ever want to understand the meaning in media messages? Exploring all aspects of the all massive media industry such as ownership, control to ethics, this is a great course to understand more about how attitudes are formed.</p>		
<p>MON: 6.45-9.45pm Starts: 19th Sept 2011 CODE: MED 53</p>		
MUSIC INDUSTRY MANAGEMENT	€229	10 WEEKS
<p>FETAC Level 5 Component Award If you are a manager or a musician who wants to increase your profile in the music industry, this course exposes the processes involved in the sector and equips students with the skills to write their own promotional plans. The course looks at all the key areas in the music industry such as; media, PR, management, promotion, record deals and other current hot topics in the sector.</p>		
<p>MON: 6.45-9.45pm Starts: 6th Feb 2012 CODE: MED 51</p>		

NEW

PROJECT MANAGEMENT	€119	10 WEEKS
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NEW

Extend or renovate your dream home

Add value and save money. Renovations and extension costs are at an all time low. Become your own construction project manager, from design to completion gain valuable insights into the building process and resolve issues you may encounter. Areas covered include: construction methods, suitability of materials, identifying and overcoming problems with renovations, compiling snag lists, choosing the right builder, schedules, planning permission, building regulations, heating and hot water systems.

MON: 7.00-9.00pm Starts: 19th Sept 2011 30th Jan 2012 CODE: ART 03

PSYCHOLOGY (NUI)	€950	25 WEEKS
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NATIONAL UNIVERSITY OF IRELAND Maynooth Level 7 Certificate

This certificate level course is designed to provide participants with the opportunity to develop an understanding of psychology and to explore its relevance to the individual, family, community and society. Modules covered: Introduction to Psychology and Study Skills, The Biological Basis of Behaviour, Learning and Feeling, Personality, The Development of the Individual, Introduction to Social Psychology, Introduction to Abnormal Psychology and Introduction to Social Research Methodology. An NUI tutor will deliver the course. Participants must be 21 years or over. The course carries 20 ECTS credits. An NUI brochure is available from the college outlining the syllabus of this course.

Mon & 4 Sats: 7.00-10.00pm (Mon) 9.00am-4.00pm (Sat) Starts: 19th Sept 2011 CODE: PRO 08

RADIO DOCUMENTARY PRODUCTION	€349	18 WEEKS
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FETAC Level 6 Component Award

Have you some experience of radio production and do you seek practical experience in producing radio documentaries? Develop an appreciation of the narrative techniques used in radio storytelling and to realise the production of programme ideas by applying contemporary technological processes. Assignment work includes the formulation and production of a radio documentary by each student. Prior knowledge of contemporary audio recording/ editing software and digital audio recording equipment or equivalent work experience is essential.

MON: 7.00-9.00pm Starts: 19th Sept 2011 CODE: MED 06

SOUND ENGINEERING	€199	10 WEEKS
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This course will develop the practical skills necessary for working in a modern studio environment. It is also suitable for students intending to set up a home based project studio. Using state of the art recording equipment and software, students will learn how to record and mix music, set up the musicians and produce a CD.

MON: 7.00-9.30pm Starts: 19th Sept 2011 30th Jan 2012 CODE: MED 07

MONDAY

SPANISH (STAGE 1)

€99

10 WEEKS

This course emphasises pronunciation and oral practice through real life conversations, such as exchanging personal information, talking about the family, conversations in a shop, or in a restaurant. You will also be able to read and write short letters, texts, descriptions of people and places, etc. Course book: Curso de Espanol para Extranjeros. ELE. Inicial 1. Student book (includes CD).

MON: 6.30-8.00pm

Starts: 19th Sept 2011

30th Jan 2012

CODE: LAN 13

SPANISH (STAGE 1)

€99

10 WEEKS

This course emphasises pronunciation and oral practice through real life conversations, such as exchanging personal information, talking about the family, conversations in a shop, or in a restaurant. You will also be able to read and write short letters, texts, descriptions of people and places, etc. Course book: Curso de Espanol para Extranjeros. ELE. Inicial 1. Student book (includes CD).

MON: 8.10-9.40pm

Starts: 19th Sept 2011

30th Jan 2012

CODE: LAN 14

TAI CHI

€99

10 WEEKS

Tai Chi is claimed to be the most advanced system of body exercise and mind conditioning. This course will teach and practice the basic techniques of Tai Chi Quan and Taiji Chi Kung, which will help students to relax the mind and body, develop the ability to experience energy flow through their body, and become more flexible and balanced in their daily life. This course helps students to obtain a good foundation for further Tai Chi training and progress. Tai Chi Quan movements will be taught at the improved stage. This class is suitable for beginners and those who want to improve their Tai Chi Quan form practice.

MON: 7.00-8.00pm

Starts: 19th Sept 2011

30th Jan 2012

CODE: HEA 09

WOODWORK FOR BEGINNERS

€149

10 WEEKS

This practical based course is designed for the absolute beginner and will deal with the use of tools and the making of basic wood joints. Each student will progress to complete a project to take home. All materials are provided.

MON: 7.00-9.30pm

Starts: 19th Sept 2011

30th Jan 2012

CODE: ART 19



ART APPRECIATION	€79	8 WEEKS
Do you love art? Would you like to develop a deeper understanding and knowledge of the subject? Covers a range of art periods from Giotto to more modern contemporary art. Optional museum and gallery visits.		
TUE: 7.00-8.30pm Starts: 20th Sept 2011 6th Feb 2012 CODE: ART 24		
BOOK-KEEPING (MANUAL AND COMPUTERISED)	€349	20 WEEKS
Suitable for individuals with little or no experience of book-keeping. The Manual book-keeping is covered in the first term and Computerised book-keeping in the second term, using an integrated accounts package (TAS 8). Areas covered: Book-keeping Principles, Computer principles, Set-up and Input of Transaction Data, Computer reports and Analysis.		
TUE: 7.30-9.30pm Starts: 20th Sept 2011 CODE: COM 03		
CHELATION - RENEWING YOUR ENERGY	€89	8 WEEKS
An Introductory course, based on Chelation (charging and clearing the Aura), Hands-On healing is the ancient understanding and beliefs of the Chakra System giving you an insight into your own abilities. Learn to sense the energy fields, cleanse aura's and balance chakras. You can incorporate this into your everyday life. Emphasis is paid to the seven main chakras of the body, the part they play in our physical, emotional, mental and spiritual well-being. The colours linked to each chakra. Classes begin with a relaxing meditation. Please bring warm socks.		
TUE: 5.45-7.15pm Starts: 20th Sept 2011 7th Feb 2012 CODE: HEA 04		
CHILDCARE SUPERVISORY MANAGEMENT AWARD	€899	24 WEEKS
FETAC Level 6 Advanced Certificate Please refer to page 5 for full details		
COMPUTER AIDED DESIGN (CAD 2D)	€349	18 WEEKS
FETAC Level 5 Component Award Learn the necessary skills to set up and use the latest AutoCAD software for the production of two dimensional drawings for a wide range of uses such as Graphic design, Architecture and Engineering. Previous knowledge of CAD is not necessary, however a good level of computer skills are required.		
TUE: 7.00-9.30pm Starts: 20th Sept 2011 CODE: COM 01		
CREATIVE WRITING	€119	10 WEEKS
Do you have a poem, short story, play or novel inside you, bursting to see the light of day? If so, this is your chance to write it! Practise the craft of writing; learn how to create memorable characters, devise a gripping plot, write believable dialogue, adjust the pace and focus of your story. In a relaxed, friendly environment with an experienced tutor.		
TUE: 7.30-9.30pm Starts: 20th Sept 2011 31st Jan 2012 CODE: MED 02		

NEW

TUESDAY

DIY FOR WOMEN**€149****10 WEEKS**

Learn household DIY. Acquire new skills that save you time and money. Finally get those tasks done. Includes: Introduction to power tools, fixings, wall plugs, shelving, flat pack, plastering, insulating, plumbing repairs, wallpaper hanging, painting, tiling, electrical safety and plug repair and flooring.

TUE: 5.45-7.45pm**Starts: 20th Sept 2011 7th Feb 2012****CODE: ART 28****DOG GROOMING****€119****10 WEEKS**

Keep your dog healthy, happy and in tip top condition. Reduce grooming fees by learning the essential skills of regular maintenance, handling techniques and equipment use. This is a hands on course working with students own dogs from the second class onwards.

TUE: 7.00-9.00pm**Starts: 20th Sept 2011 7th Feb 2012****CODE: ART 23****DRESSMAKING/SOFT FURNISHINGS****€119****10 WEEKS**

This course is suitable for those who wish to learn the skills of dressmaking, to enable the learner follow patterns and complete their own garments. Soft furnishings are suitable for individuals to develop skills in the design and construction of soft furnishings. Both skills are covered, subject to student choice. Sewing machines are provided, but you may bring your own. Enrol early as numbers are restricted.

TUE: 7.30-9.30pm**Starts: 20th Sept 2011 7th Feb 2012****CODE: ART 06****ENGLISH AS A SECOND LANGUAGE****€109****12 WEEKS****PRE-INTERMEDIATE (FETAC Level 4) Component Award**

Advance beyond the elementary stage: Develop your ability and confidence to use English effectively for practical communication and acquire the skills, knowledge and attitudes to advance to further study or into employment. Suitable for students who have completed stage 1 or already have a good knowledge of basic English.

TUE: 5.30-6.50pm**Starts: 20th Sept 2011 31st Jan 2012****CODE: LAN 03****FRENCH (STAGE 1)****€89****10 WEEKS**

This course is suitable for absolute beginners. It places special emphasis on developing elementary conversational French, pronunciation, reading and writing skills.

TUE: 5.45-7.00pm**Starts: 20th Sept 2011 31st Jan 2012****CODE: LAN 05****FRENCH (STAGE 2)****€89****10 WEEKS**

This course is suitable for those who have completed an absolute beginner's course or equivalent. This course helps students to further develop their French to a level that will give them more confidence in speaking and writing. Grammatical skills and vocabulary will also be covered to ensure good progress in French.

TUE: 7.00-8.15pm**Starts: 20th Sept 2011 31st Jan 2012****CODE: LAN 06**

FRENCH (STAGE 3) €89 **10 WEEKS**

This course is designed for those students, who have completed level 2, or similar, and wish to bring their French to an advanced level. In this course, mostly conducted through French, there will be an emphasis on speaking and writing about French culture, way of life and news. The student will be able to interact with increasing ease on any subject.

TUE: 8.30-9.45pm Starts: 20th Sept 2011 31st Jan 2012 CODE: LAN 07

GRAPHIC ILLUSTRATION €349 **20 WEEKS**

Aspire to work in the print industry or design professional artwork? Manipulate photographs and images to create quality graphics for business cards, posters and logos. Learn the elements of Graphic Design using the industry standard Adobe Illustrator. Assessment of this practical course is project based. Prior experience of Photoshop will be helpful.

TUE: 7.00-9.00pm Starts: 20th Sept 2011 CODE: COM 20

INTRODUCTION TO AVID MEDIA COMPOSER EDITING €349 **20 WEEKS**

FETAC Level 5 Component Award

NEW

Learn the essentials of TV & Film editing on Avid Media Composer. A guide to non-linear editing, from project setup, capturing, importing, transitions, basic FX and exporting. Use your acquired skills to produce a short video project and build a multi menu DVD using Avid DVD. Restricted number of places so enrol early.

TUE: 6.30-8.30pm Starts: 20th Sept 2011 CODE: MED 03

LEAVING CERT PREPARATION

Please refer to page 6 for full details.

NUTRITION €249 **15 WEEKS**

FETAC Level 5 Component Award

This module is designed to provide the learner with the knowledge of composition of food and an understanding of how food affects an individual's personal well-being. Course covers: Composition of Food, Nutrition and Health, Nutrition and Exercise and Food labelling.

TUE: 5.30-7.30pm Starts: 20th Sept 2011 CODE: HEA 06



OCCUPATIONAL FIRST AID	€219	12 WEEKS
<p>FETAC Level 5 Component Award</p> <p>Acquire the skills, knowledge and competency to deliver and coordinate First Aid in your workplace in compliance with the requirements of the Safety, Health and Welfare at Work (General Application) Regulations 2007. Topics include: First aid in the workplace, patient assessment, respiratory emergencies, cardiac first response, wounds and bleeding, altered levels of consciousness, muscular injuries, burns, scalds, chemicals and electric shock.</p>		
TUE: 7.30-9.30pm Starts: 20th Sept 2011 CODE: HEA 15		
PAYROLL (MANUAL & COMPUTERISED)	€219	12 WEEKS
<p>FETAC Level 5 Component Award</p> <p>Acquire the knowledge and skills necessary to use both manual and computerised payroll systems (Sage Quick Pay). To understand the essential and appropriate terminology associated with personal taxation. To appreciate the importance of accuracy and security in preparing and maintaining payroll records. To acquire the knowledge and understanding of how the cumulative, emergency and temporary tax systems operate.</p>		
TUE: 5.30-7.30pm Starts: 13th Sept 2011 31st Jan 2012 CODE: COM 17		
PAYROLL TECHNICIAN (CERTIFIED)	€1090	20 WEEKS
<p>IPASS / HETAC Level 6</p> <p>For those working in, or intending to work in, the payroll function. Provides all the practical skills necessary for payroll personnel to operate efficiently and in compliance with Revenue regulations. To qualify as a Certified Payroll technician, students must successfully complete both stages 1 and 2 with exams in Dec and May.</p> <p><i>IMPORTANT NOTE: All enquiries for application and fees direct to: IPASS, IPASS House, H4 Centrepoint Business Park, Oak Road, Dublin 12 Tel: (01) 408 9100 Email: ask@ipass.ie Web: www.ipass.ie</i></p>		
TUE: 7.00-9.30pm Starts: 13th Sept 2011 CODE: PRO 03		
PHOTOGRAPHY (DIGITAL) - PORTFOLIO COURSE	€349	20 WEEKS
<p>FETAC Level 5 Component Award</p> <p>This course is designed to keep a digital photographer busy during the winter & spring months. Camera controls will be examined and how their use can shape your image. Various themes will be tackled on a project basis. Basic & medium Photoshop enhancement skills will be covered including File Management/ storage and printing. Students would be expected to use a SLR, Bridge or High end compact digital camera with aperture & shutter controls.</p>		
TUE: 7.30-9.30pm Starts: 20th Sept 2011 CODE: ART 14		
PORTRAIT DRAWING AND PAINTING	€149	10 WEEKS
<p>Are you ready to work with a live model? Using your chosen medium (watercolour, oils, acrylics or pastels), you will receive individual attention and encouragement to find your personal expression and response to a subject matter. Most suitable for those with previous drawing experience.</p>		
TUE: 7.30-9.30pm Starts: 20th Sept 2011 31st Jan 2012 CODE: ART 16		

PSYCHOLOGY (INTRODUCTION)

€149

10 WEEKS**NEW**

Have you ever wondered why people behave in certain ways in everyday situations? This course will provide some answers, using evidence-based explanations from world renowned psychologists. The course begins with an overview of the methods that psychologists use to examine human nature. We will go on to explore some of the ways that psychological theory can be applied in everyday situations, such as at work, parenting, shopping and driving, to name but a few.

TUE: 7.00-9.00pm

Starts: 20th Sept 2011 31st Jan 2012

CODE: HEA 51

RADIO PROGRAMME PRODUCTION

€349

20 WEEKS**FETAC Level 5 Component Award**

Could you be part of the next generation of broadcasters? This course will equip you with the essential practical and personal skills required for a career in radio. Learn how to produce your own radio programmes using our modern radio studio and digital editing suites. All aspects of radio production are covered, including location recording, editing, production and presentation. No previous experience necessary!

TUE: 7.00-9.00pm

Starts: 20th Sept 2011

CODE: MED 05

SPANISH (STAGE 2)

€99

10 WEEKS

Designed for those who have completed Level 1 or similar. Oral practice is carried out in past and future tenses too. Topics covered: asking for directions, making a phone call, an appointment and plans with your friends, talking about your life, your daily routine, your health and your house. Course book: Curso de Espanol para Extranjeros. ELE. Inicial 1 and 2. Student books (include CD).

TUE: 6.30-8.00pm

Starts: 20th Sept 2011 31st Jan 2012

CODE: LAN 15

SPANISH (STAGE 3)

€99

10 WEEKS

Designed for those who have completed Level 2, or similar. Topics include: talking about events, biographies, childhood, expressing opinions, relating experiences, giving excuses, making apologies, organising/booking a holiday, etc. Course book: Curso de Espanol para Extranjeros. ELE. Inicial 2. Student book (includes CD).

TUE: 8.10-9.40pm

Starts: 20th Sept 2011 31st Jan 2012

CODE: LAN 16

START YOUR OWN BUSINESS

€99

8 WEEKS**NEW**

Have you an idea? Acquire the expertise to turn it into a viable business in this concise eight-week programme. Learn to devise a business plan, finance your start-up and gain EU and Private Sector support. Understand the business environment with respect to legalities, health and safety, and grants and supports. Your country needs you!

TUE: 7.30-9.30pm

Starts: 20th Sept 2011 7th Feb 2012

CODE: PRO 05

SUGAR CRAFT

€119

8 WEEKS

This course is suitable for absolute beginners and is designed to equip learners with the necessary skills to design speciality cakes using sugar craft. The course will teach you how to apply almond paste, sugar paste, butter cream and royal icing. In it you will cover the novelty aspects of sugar craft making decorations for all occasions, such as festive themes (Valentine, Halloween, Christmas, Easter, Christenings, Birthdays, etc). The course will also cover piping and basic flower paste work. A list of materials required for this course can be obtained from the college.

TUE: 6.45-8.45pm

Starts: 20th Sept 2011 7th Feb 2012

CODE: ART 22

UNDERSTANDING SPECIAL NEEDS / SPECIAL NEEDS ASSISTING

€399

20 WEEKS**FETAC Level 5 Component Award**

The Understanding Special Needs module gives learners an understanding of the context of special needs, associated issues and approaches. learners acquire the knowledge, skill and attitudes required to work effectively, under direction in special need settings. The Special Needs Assisting module provides the knowledge, skills and aptitudes required to work safely and effectively, as special needs assistants under direction. This course is suitable for those who are planning to work with children in a variety of different settings, such as the primary school, creche, play school etc. It is necessary to have a suitable work placement (approximately 3 hours / wk) before enrolment to complete assignments. Gardai Clearance is required.

TUE: 5.30-8.30pm

Starts: 20th Sept 2011

CODE: CHC 05

WEB DESIGN

€349

20 WEEKS**FETAC Level 5 Component Award**

Create, design and maintain professional websites. Learn the essentials of web authoring, including Hypertext Marking Language (HTML5), Cascading Style Sheets (CSS) using Adobe Dreamweaver CS, Microsoft Expression and Photoshop. Assessment is project-based and involves the design and construction of a website for an identified audience. This is the ideal opportunity for design and graphic professionals to augment their portfolio of skills and those who wish to enhance their employment opportunities. Prior computer skills are requisite.

TUE: 7.00-9.00pm

Starts: 4th Oct 2011

CODE: COM 19

WRITING FOR JOURNALISM

€349

20 WEEKS**FETAC Level 5 Component Award**

Learn to research, structure and write all forms of print journalism, from hard news to reviews. Analyse news, develop a 'nose' for a story and write articles based on researched information. You will become acquainted with the media contacts and submission guidelines to optimise your chance of publication. You will also learn about Media Law and how it applies to you as a journalist.

TUE: 7.00-9.00pm

Starts: 20th Sept 2011

CODE: MED 09

YOGA (HATHA) €99 **10 WEEKS**

Yoga helps us to achieve self awareness & balance, improves flexibility and strength. This course includes gentle yoga stretches, breathing exercises, deep relaxation and meditation. Please bring a yoga mat and rug and wear loose clothing.

TUE: 6.45-8.15pm Starts: 20th Sept 2011 31st Jan 2012 CODE: HEA 11

YOGA DANCE €99 **10 WEEKS**

Free your body with gentle yoga stretches & yoga dance. This course promotes deep healing and creative expression and you will have lots of fun. Please bring a yoga mat and rug and wear loose clothing.

TUE: 8.15-9.45pm Starts: 20th Sept 2011 31st Jan 2012 CODE: HEA 12



ART & CRAFT ACTIVITIES FOR PEOPLE CARING FOR CHILDREN 0-12 €119 8 WEEKS

NEW

This course has art and craft activities from the basic to the more advanced for anyone caring and interacting with children up to age 12. It promises to be informative and enjoyable.

WED: 7.00-9.30pm Starts: 21st Sept 2011 8th Feb 2012 CODE: ART 50

BICYCLE MAINTENANCE (BEGINNERS) €69 4 WEEKS

NEW

A small class working in a very 'hands-on' and interactive environment. Delivered by qualified mechanics from The Bike Rack of Johnstown Rd. Cabinteely to Cytech certificate standards. On completion students will be proficient in puncture repair, brake and gear maintenance, lubrication, cycling efficiency skills and safety etc.

WED: 7.00-8.30pm Starts: 9th Nov 2011 7th March 2012 CODE: ART 51

CARE SKILLS €199 12 WEEKS

NEW

FETAC Level 5

Gain the knowledge and confidence to deliver care on a professional or personal capacity. Care Skills is a mandatory part of the full FETAC Level 5 Health Care Support Certificate and on completion will contribute towards improved employment prospects. Fee includes cost of FETAC and CPR certification.

WED: 7.00-9.00pm Starts: 21st Sept 2011 25th Jan 2012 CODE: HEA 52

CHI KUNG HEALTH PRESERVATION €69 10 WEEKS

Chi Kung is the art of self-convalescence and integration of mind, body and spirit. It originated from China thousands of years ago. This course will teach students simple but efficient ways to relax the mind and strengthen the body. It involves the techniques of breathing, movement and meditation.

WED: 8.30-9.30pm Starts: 21st Sept 2011 8th Feb 2012 CODE: HEA 02

CHILDCARE AWARD YEAR 1 AND YEAR 2 €596 10 WEEKS

FETAC Level 5 Full Certificate

Please refer to page 4 for full details.

CHILDCARE SUPERVISORY MANAGEMENT AWARD €899 24 WEEKS

FETAC Level 6 (Advanced Certificate) Full Certificate

Please refer to page 5 for full details.

COMPUTER AIDED DESIGN (CAD 3D)	€399	18 WEEKS
<p>FETAC LEVEL 6 (Advanced Certificate) Component Award Acquire the skills necessary to create and modify 3D objects using the latest AutoCAD software in a wide range of contexts, from design to construction. Gain experience in areas such as surface and solid modelling, creating 3D models from existing 2D drawings as well as viewing and rendering objects. Learners should be competent users of CAD to 2D level. No previous experience of 3D CAD is necessary. Learners will be entitled to avail of free AutoCAD offer from AutoDesk.</p>		
<p>WED: 7.00-9.30pm Starts: 21th Sept 2011 CODE: COM 50</p>		
COUNSELLING - INTRODUCTION	€99	8 WEEKS
<p>NEW An elementary introduction to counselling techniques and listening skills, with particular emphasis on personal development and self awareness. These skills are of value in our daily lives, personal relationships and the work place. Ideal sampler for those considering further training or a career in the counselling sector.</p>		
<p>WED: 7.00-9.00pm Starts: 21st Sept 2011 8th Feb 2012 CODE: HEA 50</p>		
DIGITAL AGE SKILLS (BASIC)	€99	8 WEEKS
<p>The digital age is here for us to enjoy! Learn how you can make the most of your computer: the what, why and how of email, Google, YouTube, podcasts, iTunes, digital photos, Skype, Facebook & Twitter etc. The course is designed for those with some basic computer experience now ready to learn more. Students are welcome to bring their own laptop. Please bring ear-phones (standard set) to enhance experience.</p>		
<p>WED: 6.30-8.30pm Starts: 21st Sept 2011 8th Feb 2012 CODE: COM 11</p>		
DOMESTIC APPLIANCE REPAIRS	€119	10 WEEKS
<p>Reduce your home bills by learning to maintain service and repair your electrical appliances. Includes washing machines, cookers, tumble dryers, vacuum cleaners and dishwashers etc. Follow 'good safety practice' and save money.</p>		
<p>WED: 7.30-9.30pm Starts: 21st Sept 2011 8th Feb 2012 CODE: ART 04</p>		
DRAWING AND WATERCOLOUR	€119	10 WEEKS
<p>Introducing drawing techniques and heightening observational powers prior to exploring the nature of watercolour medium, composition and colour. A new interest for beginners or additional skills for improvers. Achieve your potential and unlock your unique creativity and signature in your work.</p>		
<p>WED: 7.30-9.30pm Starts: 21st Sept 2011 CODE: ART 05</p>		

EMARKETING/DIGITAL MARKETING

€229

12 WEEKS

FETAC LEVEL 5 Component Award

Do you need to improve your business, your profits and customer base? Are your marketing strategies working in the current climate? Discover how to boost your profit and public profile in this new economy with this new and exciting course. Expose you and your business to the benefits of other social media such as Twitter, LinkedIn, and YouTube. Create a Facebook page to reach your customer, go social and increase the visibility and value of your business. Explore digital marketing campaigns and get the opportunity to plan your very own digital marketing campaign for your business. This is a new course with limited spaces so sign up today for your place!

NEW

WED: 7.00-9.30pm Starts: 21st Sept 2011

CODE: PRO 50

EVENT MANAGEMENT

€249

10 WEEKS

FETAC LEVEL 5 Component Award

Have an event coming up? If you want to organise it yourself or if you just want to know more about organising functions, this course is for you. It covers a number of areas, including: Paper work - understanding the clients brief to writing proposals, People work - defining functions, publicity and issues management and Team work - understanding the elements of effective communication.

WED: 6.45-9.45pm Starts: 21st Sept 2011 8th Feb 2012

CODE: MED 04

FIRST AID - ORDER OF MALTA

€119

10 WEEKS

How would you respond to a First Aid emergency such as choking, unresponsive patients, bleeding, fractures, burns, scalds, poisoning, electrocution? Learn to help. Includes: CPR (for adults and children) and dealing with common conditions such as epilepsy, diabetes and asthma. Order of Malta certificate is awarded on successful completion.

WED: 7.30-9.30pm Starts: 21st Sept 2011 1st Feb 2012

CODE: HEA 03

FOCUS ON HISTORY: 17TH CENTURY IRELAND

€119

10 WEEKS

An introduction to the fascinating 17th century Irish history from the Plantation of Ulster to the death of the 'merrie monarch', Charles II. This was the period in which a social and political status quo was defined in Ireland and which would endure until the late 19th century. Participants will become familiar with the nature and outlook of the various communities on the island of Ireland, defined both religiously and ethnically. They will learn about the major events of the 17th century and how these linked with contemporary occurrences in Scotland and England.

NEW

WED: 7.00-9.00pm Starts: 21st Sept 2011

CODE: ART 52

FOCUS ON HISTORY: EASTER 1916 RISING

€99

8 WEEKS

Explore the Rising in detail anticipating the centenary, covering profiles of the leadership and the protagonists on both sides. Included are weekend visits to major flash points. There will be presentations by historians and descendants of the rebels. It includes hand outs, CDs, DVDs, papers and pamphlets. Gain comprehensive knowledge of the rising with scope for further study / research.

NEW

WED: 7.00-9.00pm Starts: 8th Feb 2012

CODE: ART 53

HEALTH AND ALTERNATIVE NUTRITION	€99	10 WEEKS
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Study the effects of your diet on health and fitness. Shows how old diet habits can affect present health and fitness. This will include easy meals, shopping and cooking tips. Supplements for nutritional deficiencies will also be discussed.

WED: 7.30-9.00pm Starts: 21st Sept 2011 1st Feb 2012 CODE: HEA 05

INTRODUCTION TO RENEWABLE TECHNOLOGY & HOME ENERGY SAVING	€129	10 WEEKS
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With ever-increasing energy prices, there is a need to reduce household consumption and replace traditional fossil fuels. Learn about the payback of new technologies, designs and sustainable energy systems. Topics include: Small Scale Renewable Electrical Systems, Passive Principles, Insulation and U values, Photo Voltaic Panels, Wind Generations, Micro Hydro, Solar Panels, Introduction to Home Energy Rating, Software, Sizing Boilers and Heating Controls and Management.

WED: 7.00-9.00pm Starts: 21st Sept 2011 8th Feb 2012 CODE: ART 55

ITALIAN (STAGE 1)	€99	10 WEEKS
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For absolute beginners with an emphasis on simple communication. Study the fundamental grammatical structures needed for speaking and writing the Italian language. Students practice their listening and writing skills while building on their grammar and vocabulary bases

WED: 7.00-8.30pm Starts: 21st Sept 2011 1st Feb 2012 CODE: LAN 11

ITALIAN (STAGE 2)	€99	10 WEEKS
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Ready to advance beyond the elementary stages of the language? Achieve more confidence in speaking and writing Italian. Continued attention is paid to grammar, listening and conversation.

WED: 8.30-10.00pm Starts: 21st Sept 2011 1st Feb 2012 CODE: LAN 12

JEWELLERY MAKING	€69	6 WEEKS
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Learn the skills of the trade to jewellery making. Create gifts to delight yourself and others. Take home a beautiful collection of jewellery while learning valuable techniques using a wide variety of quality materials. A kit costing €150.00 will need to be purchased from your tutor on the first night.

WED: 7.30-9.30pm Starts: 21st Sept 2011 1st Feb 2012 CODE: ART 08

LEAVING CERT PREPARATION		
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Please refer to page 6 for full details.

NEW

WEDNESDAY

MUSIC AND MUSICIANSHIP**€229****10 WEEKS****FETAC Level 5 Component Award**

NEW Demystify the theory of music, this introductory course, uncovers rhythm, melody, harmony, while understanding how to apply the function of chords and developing overall musical arrangement. On successful completion of this course the students will receive two FETAC level 5 component awards.

WED: 6.45-9.45pm Starts: 21st Sept 2011

CODE: MED 50

MUSIC PERFORMANCE**€229****10 WEEKS****FETAC Level 5 Component Award**

NEW For musicians who want to develop their performance and technical skills on their chosen instrument.

WED: 6.45-9.45pm Starts: 8th Feb 2012

CODE: MED 52

MUSIC THROUGH THE AGES**€99****8 WEEKS**

NEW What was happening to us when Beethoven was writing his 3rd Symphony? What artists were painting and sculpting at the time? Who was writing, and what? This course covers every aspect of music. Each week a new era is examined from the Elizabethan Age to the present day. Recordings and slides will be made available. Optional visits to the National Concert Hall every Friday at reduced rates.

WED: 7.00-9.00pm Starts: 21st Sept 2011 8th Feb 2012

CODE: ART 54

OIL AND ACRYLIC PAINTING**€79****8 WEEKS**

Welcoming painters of all levels; beginners, improvers and experienced artists, to this is very relaxing course. The tutor, Carole Cullen is a painter with over 25 years of experience. She will guide you through all stages of work to produce finished works of art. Emphasis is on the creative rather than the technical, encouraging intuitive and creative painting. Students may work from their own photos, imagination and still lifes. A list of recommended materials is available online www.dlcf.ie and will be provided on enrolment.

WED: 7.30-9.00pm Starts: 21st Sept 2011 1st Feb 2012

CODE: ART 11

PHOTOGRAPHY (INTRODUCTION TO DIGITAL)**€119****10 WEEKS**

Learn to master the basic functions of Digital Cameras. This course is suitable for beginners. A variety of photographic and compositional techniques will also be covered. Photoshop will be introduced to cover basic image adjustment, file management, preparing for printing etc. Projects will be assigned for home study and studio shoots will be undertaken in class.

WED: 7.30-9.30pm Starts: 21st Sept 2011 1st Feb 2012

CODE: ART 13

PHOTOSHOP (BEGINNERS)	€119	10 WEEKS
This course consists of an introduction to the basic features of Photoshop. This includes becoming familiar with the interface, exploring layers, using the various tools and tool options and cropping images. By the end of this course you will be able to create and manipulate a range of images.		
WED: 7.00-9.00pm Starts: 21st Sept 2011 1st Feb 2012 CODE: ART 34		
PUBLIC RELATIONS AND PUBLICITY SKILLS CERTIFICATE	€249	10 WEEKS
IRISH ACADEMY OF PUBLIC RELATIONS		
Need to publicise your sports club, interested in promoting your charity? Wish to gain an additional employment skill? This course will teach you how to; organise attention grabbing photocalls, write publishable press releases, manage memorable functions and events and much more. On successful completion students will receive a Certificate in Public Relations & Publicity Skills from the Irish Academy of Public Relations.		
WED: 7.00-9.00pm Starts: 21st Sept 2011 1st Feb 2012 CODE: PRO 04		
TAI CHI	€99	10 WEEKS
Tai Chi is claimed to be the most advanced system of body exercise and mind conditioning. This course will teach and practice the basic techniques of Tai Chi Quan and Taiji Chi Kung, which will help students to relax the mind and body, develop the ability to experience energy flow through their body, and become more flexible and balanced in their daily life.		
WED: 7.00-8.00pm Starts: 21st Sept 2011 1st Feb 2012 CODE: HEA 10		
TV AND VIDEO PRODUCTION	€349	20 WEEKS
FETAC Level 5 Component Award		
Create better TV & Video. A comprehensive introduction to studio production, vision mixing and editing, using single and two camera setups. Topics include: Production Planning, Camera Operation, Shot Composition, Lighting Techniques, Recording Audio, Capturing Footage, Editing and Avid Media Composer. Access to a video camera is necessary. Enrol early for this popular course, as numbers are restricted.		
WED: 6.30-8.30pm Starts: 21st Sept 2011 CODE: MED 08		
VAT TECHNICIAN (CERTIFIED)	€1090	20 WEEKS
IPASS / HETAC Level 6		
A superb course which provides students a comprehensive understanding of the Irish VAT system. Ideal for those working in, or intending to work in an office environment dealing with VAT returns and compliance. It explains the basic principles of the Irish VAT system, for the sole trader, multinational organisation, State, Semi State bodies and VAT exempt institutions. Divided into two stages with exams in Dec and May.		
<i>IMPORTANT NOTE: All enquiries for application and fees direct to: IPASS, IPASS House, H4 Centrepoint Business Park, Oak Road, Dublin 12 Tel: (01) 408 9100 Email: ask@ipass.ie Web: www.ipass.ie</i>		
WED: 7.00-9.30pm Starts: 14th Sept 2011 CODE: PRO 06		

VEGETABLE GARDENING**€119****10 WEEKS**

Grow your own fruit and vegetables the organic way. This course is designed for those just starting out on their gardening journey as well as those who are already growing vegetables, fruit and herbs and interested in learning about chemical free methods. These include composting, companion planting, mulching, raised beds and containers, eliminating weeds, encouraging wildlife and biodiversity. We will look at the tried and tested methods, but also more modern ways of producing healthy crops organically. There will be practical sessions, including seed sowing, taking cuttings, pruning, soil testing etc.

WED: 5.30-7.30pm**Starts: 14th Sept 2011 1st Feb 2012****CODE: ART 17****WATERCOLOUR FOR IMPROVERS****€99****8 WEEKS**

This course follows on from the winter course. Each student will be encouraged to work from the subject matter of their own choice and develop the individuality of their own style. Advised on equipment, painting from nature, the landscape, people, the built perspective, framing and exhibiting.

WED: 7.30-9.30pm**Starts: 8th Feb 2012****CODE: ART 55****WINE APPRECIATION****€179****10 WEEKS**

Select the ideal wine for any occasion and get the best value for your money. Each evening of this highly entertaining and informative course begins with a discussion of a key element of wine. This is followed by a tasting of four wines which will demonstrate grape differences, regional differences, contrast old versus new world and many other intriguing aspects of the world of the vine. Wine is provided and participants need only bring four tasting glasses (goblet shaped) and a spittoon.

WED: 7.30-9.30pm**Starts: 21st Sept 2011 1st Feb 2012****CODE: ART 18**

CONDITIONS OF ENROLMENT

- Fees must be paid in full on enrolment with completed application form.
- Fees are non-refundable except where the class does not form. Refunds of cancelled classes will be returned as soon as possible.
- Fees are for tuition and exams except where otherwise indicated. (Some validating bodies charge separate registration/examination fees)
- Fees do not cover the cost of materials required.
- Students' work will not be submitted for assessment unless all applicable fees are fully paid.
- All courses are offered subject to sufficient demand and teacher availability.
- It is the responsibility of the applicant to inform himself/herself as to the content, duration and suitability etc. by contacting the college for course details or checking relevant websites for course information.
- Results of all FETAC examinations will be posted out in August.
- Other validating bodies have their own timeframe for the issuing of results and certificates. Full details will be given by the tutors.
- It is important to inform the college of any change of address to ensure receipt of examination results etc.
- Responsibility cannot be accepted for the loss or damage to the property of the student.
- Smoking is prohibited by law in any part of the college.
- The information in this brochure is accurate at time of going to press. However, the college reserves the right to amend, restructure or cancel any course/class where circumstances necessitate such action

ENROLMENT PROCEDURE

You may choose the following options when enrolling for a course:

1. ENROLMENT ONLINE (Preferred method)
This is the simplest and quickest means of enrolment.
 - Visit our college website: www.dlcf.ie
 - Choose your course
 - Enter the require details and make a secure credit card payment
2. PERSONAL ENROLMENT AT THE COLLEGE
Autumn 2011 Courses
MON 27th June – Fri 16th Sept 9.30am – 4.00pm
MON 12th Sept, TUE 13th Sept, 14th Sept 5.30pm – 7.30pm
Spring Courses 2012 Courses
MON 9th Jan – Fri 20th Jan 9.30am – 4.00pm
MON 23th Jan, TUE 24th Jan, WED 25th Jan 5.30pm – 7.30pm
3. ENROLMENT BY POST
Enrol by post by returning a completed application form and payment by cheque, Visa, Laser or MasterCard. Cheques should be made payable to DCFE. For security reasons, we cannot accept cash. Return application form(s) to Dun Laoghaire College of Further Education, Cumberland Street, Dun Laoghaire, Co. Dublin
4. BY FAX
You may also apply by Fax and pay by Laser/Visa or MasterCard. Fax: 01 2843767
5. BY TELEPHONE – VISA, MASTERCARD OR LASER (MONDAY – FRIDAY)
WED 31st Aug – WED 14th Sept 9.30am – 12.30pm



**DUN LAOGHAIRE COLLEGE
OF FURTHER EDUCATION**

**EVENING COURSE
APPLICATION FORM 2011/2012**



COURSE TITLE: _____ COURSE CODE: _____

FIRST NAME: _____ LAST NAME: _____

ADDRESS: _____

TEL: _____ MOBILE: _____

EMAIL: _____ MALE / FEMALE _____

For exam entry only:

DATE OF BIRTH: _____ PPS NO.: _____

PAYMENT METHOD

PLEASE TICK: VISA LASER MASTERCARD CHEQUE

CARD NO.: _____ CARD EXPIRY DATE: _____

CCV CODE (LAST 3 DIGITS ON BACK OF CARD): _____

CARD HOLDER: _____

I have read the Enrolment Procedure and Conditions of Enrolment.

SIGNED: _____ DATE: _____

OFFICE USE ONLY FEE: RECEIPT NO.: _____

The FULL FEE must accompany this form.

FULL TIME DAY COURSES AT DCFE

Design and Construction

- Cert Furniture Design and Manufacture
- Advanced Certificate in Furniture Design & Manufacture
- Cert in Sustainable Construction Technology
- Advance Cert in Conservation & Sustainable Technology
- Architectural Technology & Design
- Advanced Cert in Architectural Technology & Design

Business and Administration

- Cert in Public Relations & Event Management
- Cert in Business Law & Legal Studies
- Cert in International Business Trade Practice
- Advanced Cert in Business Enterprise and Management
- Cert in Security Studies
- Cert in Security Systems Technology
- Advanced Cert in Security & Administration
- Cert in Legal/Medical Office Administration

Computing and Technology

- Cert in Microelectronics & Computing
- Advanced Cert in Micro Electronics & Computing
- Cert in Information Technology with Networking
- Advanced Cert in Networks & Software Systems

Media and Sound

- Cert in Audio Visual Media Production
- Cert in TV and Digital Film Production
- Advanced Cert in TV and Digital Film Production
- Cert in Radio Broadcasting
- Advanced Cert in Radio Broadcasting
- Cert in Print Journalism
- Advanced Cert in Print Journalism
- Cert in Sound Engineering
- Higher National Diploma in Music Production

Health and Sport

- Cert in Nursing Studies
- Cert in Care Assistance
- Cert in Tennis Coaching & Administration
- Soccer Skills & Coaching

Animal Health Care

- Cert in Animal Health Care
- Advanced Cert in Animal Health Care

Arts And Humanities

- Cert in Arts, Culture & History

Adult Programme (Morning)

- Computer Skills for Adults (mornings)
- Cert in Community Health and Welfare

Please check www.dlcfe.ie for online application and interview dates

CERTIFICATION/EXAMINATION BODIES

Nationally and internationally recognised bodies certify many of the courses provided by the college. These include the following:

FURTHER EDUCATION AND TRAINING AWARDS COUNCIL (FETAC)

FETAC is the national awarding body for further education and training in Ireland. In the college evening programme we offer a range of FETAC Level 5 courses. Tel: 01 865 9500 www.fetac.ie

IRISH ACADEMY OF PUBLIC RELATIONS(IAPR)

The Irish Academy of Public Relations specialises in courses in Public Relations and related areas. In the college we run the Certificate in Public Relations and Publicity Skills. www.irishacademy.ie

IRISH PAYROLL ASSOCIATION (IPASS)

IPASS Association is Ireland's premier provider of Payroll Training, PAYE Training, PRSI and VAT Training qualifications and is the only representative body for Payroll Professionals in Ireland. Tel: 01 408 9100 www.ipass.ie

NATIONAL UNIVERSITY OF IRELAND (NUI)

The Counselling Skills Certificate is certified by NUI. Information leaflets outlining course content is available from the College. Tel: 01 708 3784 www.may.ie/academic

UNIVERSITY OF CAMBRIDGE

Cambridge ESOL offers the world's leading range of certificates for learners of English. They help people gain entrance to university or college, improve job prospects or measure progress in English. Tel: +44(0) 122 333 2200 www.cambridgeesol.org/exams/

ADULT LITERACY

Dún Laoghaire VEC offers a free and confidential service for adults who would like help with reading, writing, spelling and maths. For more information, please contact the Dún Laoghaire VEC Adult Learning Centre, c/o Holy Child School, Pearse Road, Sallynoggin. Tel: 2855633

REDUCTION FOR SENIOR CITIZENS AND UNEMPLOYED

A 10% reduction on tuition fees up to a maximum of €25 may be available for Senior Citizens, Full Time Students of Dún Laoghaire VEC and registered Unemployed persons (details on request).





LOCATION MAP AND TRANSPORT LINKS

DCFE is only a few minutes walk from Salthill DART station. The College is also served by the 7, 7A, 8, 45A, 46A, 75, 111 and 746 bus routes.

- **FREE PARKING**
- **CANTEEN FACILITIES**
- **FULLY WHEELCHAIR ACCESSIBLE**

For more information, or to enrol and pay online, visit us at www.dlcfe.ie



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