

# Tomtrálacha | Admissions

## What do I require to apply?

In general you have to have a minimum of 5 passes at ordinary level in the Leaving Certificate or its equivalent. Applications are welcome from students with Leaving Certificate Vocational, Leaving Certificate Applied.

There may be specific entry requirements for some courses which are clearly outlined in this prospectus:

- English Language Test - to determine if language supports are necessary. All applicants, whose first language is not English, will be given a short English test at interview.
- Mature Students - students are considered mature if they are 21 years of age or over.

## How do I apply?

Directly to the College Admissions Office. Completed Application forms should be returned to:

The Admissions Officer  
Coláiste íde CFE  
Cardiffsbridge Road  
Finglas West  
Dublin 11

Interviews will take place as follows:

February 4th 2010

**Open Day** 9.30 - 3.30

March 2nd 2010

**Enrolment Day** 12.30 - 3.30

March 26th 2010

**Enrolment Day** 12.30 - 3.30

## What does it cost?

There are no tuition fees for Irish and EU Nationals. However, a registration charge is payable and where applicable, membership and exam fees. Students will be notified of requirements in relation to textbooks, equipment etc. when they have been offered a place in May. Non - EU Nationals are charged fees as set by the Department of Education and Science - details of these are available from the College Admissions Office.

## Can I get a grant?

Yes, the PLC Maintenance Grant is available to eligible students. This involves an assessment of the earnings in the family (parents, guardians and candidate). The grant must be applied for, through the local VEC on an individual basis. For further information contact your local Vocational Education Committee.

## How is my course certified?

The Further Education and Training Awards Council (FETAC) has been set up by The Department of Education & Science to nationally certify courses. FETAC courses have been placed within the National Framework of Qualifications (see [www.nfq.ie](http://www.nfq.ie)).

All courses in the college are certified by FETAC and/ or by the relevant Professional and Examining Bodies.

There are many Universities, Institutes of Technology and private colleges offering places to FETAC certificate holders.

For further information visit [www.fetac.ie](http://www.fetac.ie) and download FETAC's information leaflet "Progression from FETAC Level 5 Certificates and Level 6 Advanced Certificates".

**Applicants are advised to confirm details of any additional requirements with the Admission Office of the participating Higher Education Institutions or visit**

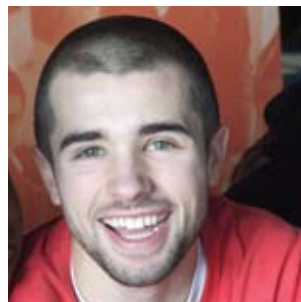
[www.cao.ie](http://www.cao.ie)

For further information contact

Emily Walsh

Admissions Officer

**Telephone** 01 8443236



## What else has Coláiste Íde to offer students?

Open Learning Centre

Industrial Kitchen

Fully Equipped Computer Rooms

Student Canteen

Student Council

Student Resource Room

Disability and Special Education Support

Science Laboratory

Career Guidance and Counselling

Technology Room

Extensive Work Experience Placement

CAD Laboratory

Transnational Exchange Programme

Art / Fashion / Design Studios

Induction Programme for all Students

Social, Cultural and Sporting Activities

Purpose Built Sports Suite

All Weather Football Pitches



## Industry-Linked Activities

### Aims

- to establish links with the business community with whom no formal links exist.
- to foster stronger links with the business community with whom links have already been established.

These aims are achieved in a number of ways, which are as follows:

### Student Awards Scheme

The "Achiever of the Year" award scheme seeks to acknowledge and reward those students who have performed consistently to a high standard on their course throughout the year. Students are assessed on their performance using a range of criteria; academic and non-academic. Each Achiever of the Year receives a gift

cheque which is sponsored by the business community. The student is also presented with a plaque to honour their achievement at the college's annual awards ceremony.

### Job Placement

Close links have been established with employers, recruitment agencies and others to facilitate our graduates in their search for employment.

### Course Development & Review

In an ever-changing world the college strives to meet the demands for the future skills needs of local and national employers. To this end our close working relationship with the business community helps in the design and delivery of a number of our programmes.

### Chamber of Commerce

The college is an active member on the council of the North Dublin Chamber of Commerce. This offers a range of benefits to our students particularly in the areas of work experience and employment opportunities.

### Guest Lecturers

The teaching and learning processes on a number of courses in the college are enhanced by contributions made by guest lecturers.

### Contact Details

All enquiries and further information to...

**Name** Dympna Dolan  
Industrial Links Organiser

**Telephone** 01 844 237

**Email** ddolan@colaisteide.ie

## School of Art & Fashion

Portfolio Preparation in Art & Design

Portfolio Preparation in Graphic Design

Portfolio Preparation in Fashion & Textile Design



School of Art & Fashion

## Portfolio Preparation in Art & Design

FETAC Level 5 Certificate - Art (AAXXX)

### Aims

Students will develop their talents in a wide range of visual and artistic skills. Students will prepare a portfolio of work so that they may proceed to further study at Third level.

### Entry Requirements

- Leaving Certificate 5 passes or
- Leaving Certificate Applied or
- Leaving Certificate Vocational Programme
- Samples of student work
- A personal interview

### Course Content

Drawing, Design, Photography, Life Drawing, Painting, Printmaking, Sculpture, History and Appreciation of Art, Craft and Design, Communications, and Work Experience.

### External Examiners

Further Education and Training Awards Council (FETAC)

### Career Opportunities

Past students have secured places in a range of art colleges such as NCAD, DIT, IADT, the University of Ulster and a variety of IT Colleges throughout the country.

Duration 1 year

Course Code 2111

School of Art & Fashion

## Portfolio Preparation in Graphic Design

FETAC Level 5 Certificate - Graphic Design (AGDXX)

### Aims

This course offers the student the opportunity to explore and develop skills in many aspects of Design. It provides a solid foundation year for further studies.

### Entry Requirements

- Leaving Certificate 5 passes or
- Leaving Certificate Applied or
- Leaving Certificate Vocational Programme
- Samples of student work
- A personal interview

### Course Content

Drawing, Painting, Design, Communications, Graphic Design, Adobe Photoshop, Illustrator, Quark Xpress, Photography (Black & White and/or digital), Printmaking, Work Experience and Appreciation of Art, Craft & Design.

### External Examiners

Further Education and Training Awards Council (FETAC)

### Career Opportunities

Further Study in Third Level or employment.



Duration 1 year

Course Code 2311

School of Art & Fashion

## Portfolio Preparation in Fashion & Textile Design

FETAC Level 5 Certificate - Fashion Design (AFDXX)

### Aims

This intensive portfolio course provides a strong grounding in drawing and design skills for entry into Third level. Students are introduced to the textiles and fashion disciplines of printed textiles, embroidery, garment construction and pattern draughting. Work experience forms a vital link with the fashion industry with many students finding employment from their placements. The year culminates in a fashion photography shoot of each student's garments and a fashion show for invited guests.

### Entry Requirements

- Leaving Certificate 5 passes or
- Leaving Certificate Applied or
- Leaving Certificate Vocational Programme
- Samples of student work
- A personal interview

### Course Content

Drawing, Life Drawing, Design, Combined Materials, Printed Textiles, Embroidered Textiles, Appreciation of Art, Craft and Design, Pattern Draughting, Garment Construction, Work Experience and Communications.

### External Examiners

Further Education and Training Awards Council (FETAC)

### Career Opportunities

Those students who are both interested and suitably qualified have the opportunity to proceed to further study at Third level. Past students have secured places in a range of art colleges such as NCAD, LIT, IADT, DIT, GMIT and UK Colleges.

Duration 1 year

Course Code 2211

## School of Business

Accounting Technician

Business Practice, Marketing & Human Resource

Secretarial & Computer Skills

Security Studies



School of Business

## Accounting Technician

FETAC Level 5 Component Certificate - Accounting Technician Certificate (IATI)

### Aims

Students will gain an up-to-date knowledge of modern accounting practice and will qualify as professional Accounting Technicians.

### Entry Requirements

- A minimum of five passes on ordinary level papers in the Leaving Certificate, or four passes of which at least two are on higher level papers. These passes must include English and Mathematics (ordinary level), or accountancy or students with a fully achieved relevant FETAC - Level 5 qualification.

- A personal interview

### Course Content

Year 1 - Foundation Financial Accounting I, Law & Ethics, Business Management, Taxation I, Computer Studies, Work Experience.  
Year 2 - Admission Financial Accounting II, Taxation II, Integrated Accounting Systems, Management Accounting.

### External Examiners

Institute of Accounting Technicians in Ireland/Further Education and Training Awards Council (FETAC)

### Career Opportunities

Students will acquire the skills and qualifications necessary to take up employment in the following areas: Assistant Accountant, Accountant, Accounts Administrator, Credit Controller, Stock Controller and Banking. Those who are both interested and suitably qualified may proceed (with exemptions) to qualify as accountants.

Duration 2 years

Course Code 3111

School of Business

## Business Practice, Marketing & Human Resource

FETAC Level 5 Certificate - Business Studies (BBSXX)

### Aims

Students will gain a general education in the Business Studies area, together with a specialised knowledge of Marketing & Human Resource.

### Entry Requirements

- A minimum of five passes at ordinary level in the Leaving Certificate to include English & Mathematics or at least four passes, at least two of which are on higher level papers to include English & Mathematics (ordinary level) or a distinction in the Leaving Certificate Applied, Leaving Certificate Vocational Programme.

- A personal interview

### Course Content

Human Resource Management, Personnel Operations, Marketing, Business Law, Bookkeeping-Manual & Computerised, Work Experience, Communications, Word Processing & eBusiness Studies.

### External Examiners

Further Education & Training Awards Council (FETAC)

### Career Opportunities

Successful candidates may pursue careers at Clerical/ Administration levels in Human Resource or Marketing Departments of medium/large sized organisations or progress to Third level.

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Duration 1 year

Course Code 3411

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School of Business

## Secretarial & Computer Skills

FETAC Level 5 Certificate - Business & Secretarial Studies (BBSSX)

### Aims

Students will acquire the necessary skills to become proficient in modern office technology. They will also gain the knowledge and skills required for effective office administration.

### Entry Requirements

- Leaving Certificate 5 passes or  
- Leaving Certificate Applied or  
- Leaving Certificate Vocational Programme  
- A personal interview

### Course Content

Word Processing,

Text Production, Desktop Publishing, Computer Applications, Manual and Computerised Accounts, Information and Administration, Reception Skills, Communications, Work Experience.

### External Examiners

Further Education and Training Awards Council (FETAC)

### Career Opportunities

Students who successfully complete the course will have the qualification and skills necessary to take up employment in Office Administration and the Business environment.

- Secretary  
- Receptionist  
- Administrator  
- Data Input Operators/  
Accounts Clerk  
- Personal Assistant

Suitably qualified students will have the opportunity to study at Third Level.

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Duration 1 year

Course Code 3511

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School of Business

## Security Studies

FETAC Level 5 Certificate - Security Studies (CSSXX)

### Aims

To prepare students for employment within the security industry and to prepare them for the entrance examinations for the Garda Síochána.

### Entry Requirements

- Leaving Certificate 5 passes or  
- Leaving Certificate Applied or  
- Leaving Certificate Vocational Programme  
- A personal interview

### Course Content

Security Systems and Procedures, Safety & Health at Work, Business Administration, Legal Studies, Communications, Work Experience, Computers and IT Skills, Exam Techniques, Customer Service and First Aid.

### External Examiners

Further Education and Training Awards Council (FETAC)

### Career Opportunities

Students who successfully complete the course will have the qualifications/ skills necessary to take up employment in the Garda Síochána, Defence Forces, Airport Police, Prison Service and Security Industry or progress to Third level.

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Duration 1 year

Course Code 3611

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## School of Sports

Sports & Leisure Management  
Sports & Leisure Management - Sports Coaching  
Association Football



School of Sports

## Sports & Leisure Management

Year 1 FETAC Level 5 - Sports And Recreation Studies (DSRXXX)

Year 2 FETAC Level 6 - Sports Coaching and Development (DSDCX)

NCEF Certificate - Exercise and Health and Fitness - Accredited by the University of Limerick

### Aims

Students will be prepared for work in Sports Complexes, Leisure Centres, Health Clubs and Gyms by developing an understanding of physical fitness and exercise involving physical activity and the underlying theoretical bases.

### Entry Requirements

- A Leaving Certificate 5 passes
- A proven commitment to Sport and Leisure
- A personal interview
- A medical certificate

### Course Content

Year 1 - Fitness, Human Biology, Life Saving, Sport and Recreation Studies, Communications, Spreadsheet Methods, Business Administration, Customer Service, Occupational First Aid, Work Experience, Aerobics, Gym Instruction, Weight Training, Circuit Training.

Year 2 - NCEF (Certificate in Exercise and Health Fitness), Pool Lifeguarding, Aerobics, Aquarobics, Sports Massage, Leisure Facility Operation, Principles of Sport, Leisure Marketing, Leisure Facility Administration, Database Methods.

Pool Lifeguard (IWS), Aquarobics (Swim Ireland), Life Saving, First Aid (HSA), Diploma in Holistic Massage (ITEC).

### Career Opportunities

Two year course designed to prepare students for work in the Leisure Industry in Ireland. An ideal preparation for students wishing to enter the Garda Síochána, Defence Forces or Fire Service. It can be used as a stepping stone to Third Level Sports Courses in Colleges in Ireland and the UK.

**Duration** 2 years

**Course Code** 6311

School of Sports

## Sports & Leisure Management - Coaching

FETAC Level 6 Certificate - Sports Coaching and Development (DSDCX)

Year 1 FETAC Level 5 - Sports And Recreation Studies (DSRXXX)

Year 2 FETAC Level 6 - Sports Coaching and Development (DSDCX)

### Aims

This course aims to facilitate students to achieve work in the leisure industry particularly in community centres/sports complexes and as sports promotional officers. It allows students the opportunity to progress into Third level institutions pursuing courses such as PE teaching or Sports Coaching/Community Leadership degrees.

### Entry Requirements

- A Leaving Certificate 5 passes
- A proven commitment to Sport and Leisure
- A personal interview

- A medical certificate

### Course Content

Year 1 - Basketball, Volleyball, Athletics, Soccer Kick Start, Health Related Fitness Level 5, Anatomy & Physiology Level 5, Sport and Recreation Studies, Communications, Work Experience, Occupational First Aid and Computers.

Year 2 - Psychology Level 6, Sports Community Development Level 6, Sports Coaching Level 6, Sports Nutrition Level 6, Business Administration Level 6, Pool lifeguard, Communications and Work Experience.

### External Examiners

Further Education and Training Awards Council (FETAC)

### Career Opportunities

This course will enable graduates to work as Regional Sports Development Officers and as Community Development Managers in Sport / Community centres. Students will also be eligible to progress to higher education.

**Duration** 2 years

**Course Code** 6316

School of Sports

## Association Football

FETAC Level 5 Component Certificate - FAI Coaching Certificates

### Aims

Male and female students are prepared for a career as a professional or semi-professional soccer player or coach. They are also prepared for the Sports Scholarship examination for entry to US Colleges. Students are developed academically, physically, technically, tactically and psychologically for the demands of being a student athlete.

### Entry Requirements

- Leaving Certificate 5 passes to include ordinary Level Maths and English.

- A record of achievement in Football (2 football references)
- A personal interview
- A medical certificate

### Course Content

Soccer Skills, Soccer Coaching, Exercise and Fitness, Human Biology, Occupational First Aid, SAT English, SAT Mathematics, (US Colleges Sports Scholarship Programme), Work Experience.

### External Examiners

Further Education and Training Awards Council (FETAC)  
Football Association of Ireland

### Career Opportunities

Students who reach the required academic standard may have the opportunity to participate in our annual trip to the USA. This trip is designed so that students can demonstrate their football ability to US college coaches offering scholarships. Alternatively, students may have the opportunity to join our Sports and Leisure Management course at second year level.

**Duration** 1 year

**Course Code** 6111

## School of Technology & Science

Architectural Technology & CAD

Interior Furnishings & Fabric with CAD

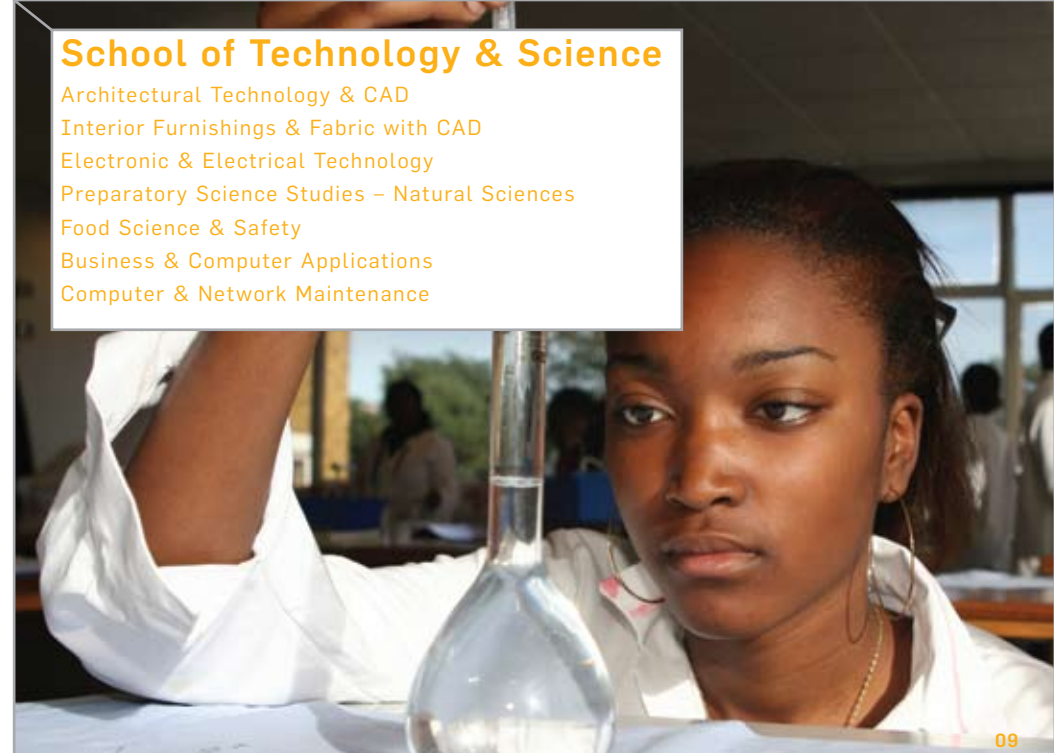
Electronic & Electrical Technology

Preparatory Science Studies – Natural Sciences

Food Science & Safety

Business & Computer Applications

Computer & Network Maintenance



## Architectural Technology & CAD

Year 1 FETAC Level 5 Certificate - Computer Aided Design (ACADX)

Year 2 FETAC Level 6 Advanced Certificate in Architectural Technology and Design (AATDX)

### Aims

Students will gain an understanding of the design process in the building environment. They will be able to operate a CAD system found in most modern design offices. They will be familiar with the latest computer hardware and software available within the industry.

### Entry Requirements

- Leaving Certificate 5 passes or
- Leaving Certificate Applied or
- Leaving Certificate Vocational Programme
- A knowledge of Building

Construction, Art or Technical Drawing is desirable but not essential

- A personal interview

### Course Content

Year 1- Architectural Drawing, Computer Aided Drawing and Design using AutoCAD, Construction Studies, Mathematics, Geosurveying, Structural Mechanics, Computing, Communications, Work Experience, Safety, Health and Welfare at Work, including Safe Pass.

Year 2- Architectural Drawing, 3 Dimensional Computer Aided Drawing and Design using

AutoCAD, Construction Studies, Geosurveying, Graphic Design, Work Experience.

### External Examiners

Further Education and Training Awards Council (FETAC)

### Career Opportunities

Students will be equipped with the necessary skills for employment as Architectural Technicians and can proceed to Third Level.

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Duration 2 years

Course Code 7111

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## Electronic & Electrical Technology

Year 1 FETAC Level 5 Certificate - Electronic Technology (CELTX)

Year 2 FETAC Advanced Certificate - Electronic Technology (CETXX)

### Aims

Students will be given hands-on experience of electronic and electrical equipment, techniques and processes. The use of the computer as a modern tool for engineers will be emphasised throughout the course. Students will be encouraged to develop solutions to given problems using research and analysis. Essential theory will be taught to enable a greater understanding of practical applications.

### Entry Requirements

- Leaving Certificate 5 passes or
- Leaving Certificate Applied or

- Leaving Certificate Vocational Programme
- A personal interview

### Course Content

Year 1 - Electronics, Digital Electronics, Mathematics, Computer Aided Design, Web Authoring, Systems Maintenance, Computer Applications, Communications, Safety, Health and Welfare at Work, Work Experience.

Year 2 - Electronics, Electrical Principles, Networks, Communications, Graphic Design, Computer Aided Design.

### External Examiners

Further Education and Training Awards Council (FETAC)

### Career Opportunities

Students will be equipped with the necessary skills for employment in the electronic and electrical industries.

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Duration 2 years

Course Code 7211

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## Interior Furnishings & Fabric with CAD

FETAC Level 5 Certificate - Interior Design (AIDXX)

### Aims

This course offers students the opportunity to explore and develop their skills in many aspects of Interior Design. The student will be introduced to conceptual design, presentations using drawings, Computer Aided Design & Photography.

### Entry Requirements

- Leaving Certificate 5 passes or
- Leaving Certificate Applied or
- Leaving Certificate Vocational Programme
- A personal interview

- Samples of students work (this maybe anything the student feels demonstrates their interest in Interior Design).

### Course Content

Design, Architectural Drawing, Materials and Finishes, Computer Aided Design, Colour and Light, Marketing Practice, Photography, Communications and Work Experience.

### External Examiners

Further Education and Training Awards Council (FETAC)

### Career Opportunities

Students who successfully complete this course will have the qualifications/ skills necessary to take up employment in window design/display, interiorscaping and further studies.

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Duration 1 year

Course Code 7311

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## Preparatory Science Studies – Natural Sciences

FETAC Level 5 Certificate - Laboratory Techniques (CASLT)

### Aims

This course will provide successful students with the knowledge and the entry requirements necessary to access science based programmes at higher education level. The course also aims to provide students with the knowledge and the skills necessary to gain employment in the science and pharmaceutical industries.

### Entry Requirements

- Leaving Certificate 5 passes or
- Leaving Certificate Applied or
- Leaving Certificate Vocational Programme
- A personal interview

### Course Content

Biology, Microbiology, Chemistry, Anatomy and Physiology, Laboratory Techniques, Mathematics, Word Processing, Communications and Work Experience.

### External Examiners

Further Education and Training Awards Council (FETAC)

### Career Opportunities

Suitably qualified students will have the opportunity to progress to Higher Certificate and Degree courses in IT colleges.

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Duration 1 year

Course Code 7411

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## Food Science and Safety

FETAC Level 5 Certificate - Applied Science (CASFX)

### Aims

This course can provide successful students with the knowledge and the entry requirements necessary to access some science based programmes at Third level. The course also aims to provide students with the skills necessary to gain employment in the food industry.

### Entry Requirements

- Leaving Certificate 5 passes or
- Leaving Certificate Applied or
- Leaving Certificate Vocational Programme
- A personal interview

### Course Content

Food Chemistry, Food Processing, Microbiology, Nutrition, Laboratory Techniques, Fast Food Catering/Catering for diversity, Communications and Work Experience.

### External Examiners

Further Education and Training Awards Council (FETAC)

### Career Opportunities

Suitably qualified students can have the opportunity to progress to approved courses in a number of IT colleges.



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Duration 1 year

Course Code 7411

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## Business & Computer Applications

FETAC Level 5 Certificate - Information Processing (BIPXX)

FETAC Level 5 Certificate - Business Studies (-BBSXX)

### Aims

This course has been designed to provide the student with a strong foundation in computers and office applications. The fundamental emphasis of the programme is on developing the student's proficiency in using computers in the office environment thus enhancing his/her employment opportunities in the Business/Information Technology (IT) sector.

### Entry Requirements

- Leaving Certificate 5 passes or
- Leaving Certificate Applied or

- Leaving Certificate Vocational Programme
- A personal interview

### Course Content

Spreadsheet Methods, Database Methods, Information and Communication Systems, Word Processing, Desktop Publishing, Manual and Computerised Accounts, Customer Service, Communications and Work Experience.

### External Examiners

Further Education and Training Awards Council (FETAC)

### Career Opportunities

Graduates of this course, will have acquired the skills necessary to seek employment in a Business/IT environment e.g. Office Administration, Accounting/Payroll, IT Support, Document Maintenance, Localisation, Publishing. Alternatively, suitably qualified students will have the opportunity to proceed to further study at Coláiste Ide or progress to business/IT related certificate or diploma courses in IT Colleges.

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Duration 1 year

Course Code 5111

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## Computer & Network Maintenance

FETAC Level 5 Certificate - Computer and Network Maintenance (CCNMX)

### Aims

This course is designed to provide the student with the skills required to build, maintain and troubleshoot a desktop computer system, while giving a firm foundation in current hardware and operating systems.

### Entry Requirements

- A minimum of five passes on ordinary Level papers in the Leaving Certificate to include Mathematics and English, or

- A distinction in Leaving Certificate Applied, Leaving Certificate Vocational Programme and/or
- Relevant work experience
- A personal interview

### Course Content

Year 1 - Hardware Essentials, Networking Essentials, Systems Software, Computer Programming, Maths for Computing, Web Authoring, Database Methods, Communications and Work Experience.

### External Examiners

Further Education and Training Awards Council (FETAC)

### Career Opportunities

Students will acquire adequate skills to be employed in the PC maintenance and support areas. Students can progress to certificate, diploma or degree courses in IT Colleges.

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Duration 1 year

Course Code 5411

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## Computer & Network Technician

FETAC Level 6 Certificate - Computer and Network Technology (CCNTX)

### Aims

Students will obtain an understanding of networking and system maintenance that will give them the ability to work in the computer industry.

### Entry Requirements

- Successful completion of level 5 Further Education and Training Awards Council (FETAC) Computer and Network Maintenance (CCNMX)
- A personal interview

### Course Content

Network Models and Technologies, Network Administration, Network Security, Software Systems, Web Authoring, Web Hosting, Internet Programming – Java and Communications.

### External Examiners

Further Education and Training Awards Council (FETAC)

### Career Opportunities

Students will acquire the skills necessary to take up employment as trainee computer systems programmers, technicians, website designers. They will also be equipped in Networks Technical Support and other computer related areas. Students can progress to certificate, diploma or degree courses in IT Colleges.

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Duration 1 year

Course Code 5421

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## School of Tourism & Catering

Diploma in Travel & Tourism

Certificate in Travel Trade Skills

Tourism Studies Level 5

Tourism and Incentive Travel Management Level 5

Tourism & Enterprise Level 5

Tourism Leisure/Cosmetology Level 5

Hotel & Catering Level 5

Hotel Reception Operations Level 6



School of Tourism & Catering

## Diploma in Travel & Tourism

IATA/UFTAA Foundation

FETAC Level 5 Certificate - Tourism (DTXXX)

Airport Training Recruitment Services Certificate. (ATRS)

### Aims

This is a one year full-time course (second year is optional). The course is designed for those who wish to pursue a career in the Travel and Tourism Industry. Students will also gain a broad understanding of Travel Agency and Airline Operations. This course is run under the auspices of the Irish Travel Agents Association.

### Entry Requirements

- Leaving Certificate ordinary 5 passes or Vocational level with maths at ordinary level or standardised English test
- A personal interview

### Course Content

Air fares and ticketing IATA/ UFTAA, Galileo computerised reservation system, Travel Practice, Tourism Awareness, Customer Service, Travel Agency Service Skills, Tourism & Travel Services Communications, Work Experience, Retail Selling, Travel Geography, Transnational Experience.

### Career Opportunities

Airline industry, Cabin Crew, Cruise & Ferry companies, Car Rental companies, Travel Agents, Tourist Offices and Hotels.

IATA/UFTAA Consultant Diploma.

Advanced entry level to DIT Cathal Brugha St. in Tourism / Hospitality Courses. Hotel Reception Operations Level 6.

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Duration 1 year

Course Code 8311

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School of Tourism & Catering

## Certificate In Travel Trade Skills

FETAC Level 5 Certificate - Tourism (DTXXX)

Virgin Atlantic | VIASINC (Galileo) | ATRS

### Aims

This course is designed to prepare students for employment within the Travel & Tourism Industry. Students will also gain a broad understanding of Travel Agency and Airline Operations.

### Entry Requirements

- Leaving Certificate ordinary 5 passes or Vocational level with foundation maths.
- A personal interview

### Course Content

IATA/UFTAA Level 1, Air Fares and Ticketing, Galileo computerised reservation

System, Tourism

Awareness, Customer Service, Travel Agency Service Skills, Desk Top Publishing, Retail Selling, Communications, Work Experience, Travel Geography, Transnational Work Experience.

### External Examiners

- Virgin Atlantic and City Guild Management
- Viasinc (Galileo)
- Airport Training Recruitment Services Certificate (ATRS)
- Further Education and Training Awards Council (FETAC)

### Career Opportunities

Airline industry, Cabin Crew, Cruise & Ferry Companies, Car Rental Companies, Travel Agents, Tourist Offices and Hotels.

DIT

Hotel Reception Operations Level 6

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Duration 1 year

Course Code 8211

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School of Tourism & Catering

## Tourism Studies

FETAC Level 5 Certificate - Tourism (DTXXX)

### Aims

This course aims to provide students with an introduction to tourism studies.

### Entry Requirements

- Leaving Certificate Applied or mature students
- A personal interview

### Course Content

Year 1 - Mathematics, Customer Service Level 5, Communications Level 5, Cultural Studies, Computer Applications, Information Technology Skills, Personal Effectiveness. Year 2 - Progression into any of the courses listed below:

Certificate Travel Trade Skills FETAC Level 5

Tourism Leisure/Cosmetology FETAC Level 5

Tourism and Enterprise Level 5

Tourism and Incentive Travel Management FETAC Level 5

### External Examiners

Further Education and Training Awards Council (FETAC)

### Career Opportunities

Tourism industry.

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Duration 2 Years

Course Code 8111

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School of Tourism & Catering

## Tourism & Incentive Travel Management

FETAC Level 5 Certificate - Tourism (DTXXX)

### Aims

This course offers students the opportunity to develop the necessary skills and knowledge to prepare for careers in Event Management within the Tourism industry.

### Entry Requirements

- Leaving Certificate ordinary 5 passes, LCVP (foundation maths)
- A personal interview

### Course Content

Tourism Awareness, Hospitality and Accommodation, Heritage, Customer Service, Event Production, Intercultural Studies, Communications, Work Experience.

### External Examiners

Further Education and Training Awards Council (FETAC)

### Career Opportunities

Hotel Reception Operations Level 6, Event Management or Tourism industry, progression to Third Level.



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Duration 1 year  
Course Code 8611

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School of Tourism & Catering

## Tourism & Enterprise

FETAC Level 5 Certificate - Business Studies (BBSXX)

### Aims

To equip candidates with necessary skills to start a business within the tourism industry.

### Entry Requirements

- Leaving Certificate ordinary 5 passes, LCVP (foundation maths)
- A personal interview

### Course Content

Marketing Practice, Customer Service, Business Administration, Start your own business, Tourism Enterprise, Web Authoring, Communications, Work Experience.

### External Examiners

Further Education and Training Awards Council (FETAC)

### Career Opportunities

Tourism industry, progression to Third Level.

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Duration 1 Years  
Course Code 8511

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School of Tourism & Catering

## Tourism Leisure/ Cosmetology

FETAC Level 5 Certificate - Business Studies (BBSXX)

ITEC (International Therapy Examination Council)

### Aims

The programme is designed for school leavers interested in pursuing a career in Tourism Leisure. It caters for students who wish to study Tourism within the leisure industry. The course covers two main areas: health, fitness (exercise) and beauty (reflexology, body massage, aromatherapy body massage), pedicures and manicures, artificial gel nails, and make up.

### Entry Requirements

- Leaving Certificate ordinary 5 passes, LCVP, LCA
- A personal interview

### Course Content

Sport and Recreation Studies, Customer Service, Reception, Health-related fitness, Occupational First Aid, Communications, Work Experience, Word Processing

ITEC: Beauty ( Supplied Make-up kit), Massage (Supplied Massage kit), Nails (Supplied Nail kit and Manicure kit ), Uniform Supplied.

### External Examiners

Further Education and Training Awards Council (FETAC)

### Career Opportunities

Leisure industry, beauticians and health industry and tourism industry sector.  
Hotel Reception Operations Level 6.

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Duration 1 year  
Course Code 8711

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School of Tourism & Catering

## Hotel And Catering Level 5

FETAC Level 5 Certificate - Hotel & Catering (DHCXX)

### Aims

This course aims to provide students with an introduction to tourism studies.

### Entry Requirements

- Must have completed the Junior/Senior Cycle or have completed the a VPT 1 course, Leaving Certificate 5 passes
- A personal interview

### Course Content

Course Content, Customer Service, Food Preparation, Food Preservation and Processing, Food And Beverage Service, Hospitality

And Accommodation, Safety And Health At Work, Work Experience, Communications.

### External Examiners

Further Education and Training Environmental Health Officers Association  
Infection Control Nurses Association

### Career Opportunities

Hotel, Catering and Tourism industries.  
Hotel Reception Operations Level 6  
DIT Hotel and Hospitality Courses.



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Duration 1 Year  
Course Code 8411

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School of Tourism & Catering

## Hotel Reception Operations

FETAC Level 6 Advanced Certificate - Hotel Reception Operations (DHRXX)

### Aims

This course offers students the opportunity to develop the necessary skills and knowledge to prepare for careers in the front office department of Hotels.

### Entry Requirements

- Leaving Certificate with grade D or higher in five subjects including English and Maths or have a Fetac Level 5 qualification
- A personal interview

### Course Content

Hotel Reservations and Accounts, Reception Operations, Customer Relations, Communications, Front Office Skills, Reservation Sales Techniques, Supervisory Management Skills, Business Management.

### External Examiners

Further Education and Training Awards Council (FETAC)  
Environmental Health Officers Association  
Infection Control Nurses Association

### Career Opportunities

Hospitality and Tourism Industry, progression to Third Level.

**Duration** 1 year

**Course Code** 8421

## School of Adult Education

VTOS / BETA / BETI Schemes

Adult/Community Education Programme

Open Learning Centre

Career Related Evening Courses

School of Adult Education

## VTOS / BTEI Courses / BTEA Schemes

### VTOS

Return to fulltime education/training opportunities for unemployed adults. Participants must be over 21 years of age and in receipt of a social welfare payment for 6 months. Participation on VTOS programmes is free.

- Clerical Reception/Business (2 years)
- PC Maintenance (1 year)
- PC Maintenance Progression
- IT and Customer Care (1 year)
- Childcare (1 year)
- Healthcare (1 year)

### BTEI Courses

Part-time education programmes for adults and young people. **General Education** (1 or 2 year)

**Communications, Numeracy, Computer Literacy Cookery, Personal Effectiveness, Study Skills, Career Orientation.**

FETAC Levels 3 & 4

### BTEA Scheme

The Back to Education Allowance Scheme allows eligible applicants to return to fulltime education on 2nd and 3rd level programmes. People qualify in different ways, depending on their age and personal situation.

- **Post Leaving Certificate Programmes** (1 or 2 year)  
BTEA applicants must be aged 21 years and over.  
FETAC Levels 5 & 6

- **Adult Leaving Certificate** (1 or 2 year programme)  
All applicants must be aged 18 years and over.

For further information on eligibility or programmes please contact

Mary McGrail  
VTOS Coordinator

**Telephone** 01 8443244

School of Adult Education

## Adult / Community Education Programme

Coláiste Íde has a commitment to the provision of educational opportunities to meet local needs.

Through developing links with local Community Groups we provide tuition and funding for a wide range of Adult/Community Education Courses within the community.

Courses are available in 30 venues throughout Finglas with up to a thousand participants. These venues include Parents Rooms in local schools, Family Resource Centres, Health Care Day Centres, Rehabilitation Projects, Centres for Older People, Disability Centres and Community Development Projects.

Activities range from Hobby and Leisure to Personal Development, Parenting and

Accredited Computer and Childcare Courses and Basic Education.

For further information contact Facilitator Helen Geoghegan on 0861719996 or email helen.geoghegan@cdvec.ie

Participation in the Community Education Programme entitles individuals to access the Adult Education Guidance Service which provides the following:

- Free and confidential individual meetings with a qualified guidance counsellor.
- Workshops provided to local groups on educational guidance topics. Information on courses

locally and nation-wide.

- Information on financial and other supports for adult learners.
- An opportunity to explore progression routes into further education.

To make an appointment or to get more information, contact The Adult Education Guidance Service on 01 844 3243 or email aegs@ide.cdvec.ie

For further information contact Kevin Smullen, CDVEC Adult Education Officer on 8342333 or email ksmullen@colaisteide.ie

School of Adult Education

## Opening Learning Centre [www.olcfindglas.net](http://www.olcfindglas.net)

Drop in when you want.

Study at your own pace.

Obtain a recognised qualification.

### Opening Hours

Monday. 9.00am - 5.00pm

Tuesday. 1.00pm - 9.00pm

Wednesday. 1.00pm - 5.00pm

Thursday. 9.00am - 1.00pm  
2.00pm - 9.00pm

Friday. 9.00am - 5.00pm

### Booking

You can book your next session: Over the telephone In the Open Learning Centre

Email: [forourke@olcfindglas.net](mailto:forourke@olcfindglas.net)

Note: Bookings will only be taken on a week to week basis

### Open Learning Allows the Student to...

Access to study when they want

Flexibility Cost effective courses

Friendly facilitation and delivery

Open Learning Courses

Computers for beginners

Windows 1000 Professional

(User Fundamentals Tutorial)

Windows XP (User Fundamentals)

Microsoft Publisher (User

Fundamentals)

Word Processing

Microsoft Excel

Microsoft Access

Introduction to the Internet

(Internet skills for beginners)

Office Skills Tutorial (Suited for those wishing to work in an office environment)

Pre ECDL (An introduction to Word, Excel, Access, Powerpoint and the Internet)

ECDL, European Computer Drivers Licence (Cost includes exams and skill card)

Advanced Word

Advanced Excel

Learn to Type (Improve your typing skills)

School of Adult Education

## Career Related Evening Courses [www.ide.ie](http://www.ide.ie)

### Business & Professional

Accounting Technician, Bachelor of Business Studies, Certificate of Professional Competence, Driver CPC, Certificate in Personnel Practice, Childcare, AutoCAD, Desktop Publishing, Qualifications in Business, Procurement, Certificate in Childcare, Computer Aided Draughting & Design, Desktop Publishing, IIPMM Bachelor of Business (BBus) Procurement & Supply Management, Higher Certificate in Business Procurement, Higher Certificate in Business Procurement, Bachelor Of Business, Procurement and Supply Management.

### Open Learning

Computers for beginners, Learn to type, Word Processing, Microsoft Excel, Microsoft Access, Introduction to the Internet, Pre-ECDL, ECDL European Computer Driver's Licence, Windows XP Fundamentals, Advanced Word, Advanced Excel, Advanced Access, Advanced PowerPoint.

### Beauty Industry Courses

Professional Gel-Nail Technician Certificate, Diploma in Anatomy, Physiology and Body Massage ITEC, Diploma in Aromatherapy ITEC, Diploma in Makeup.

### Information Tegnology

Pre ECDL Computers for Beginners, European Computer

Driver's Licence, Teacher's Diploma in Information Technology (JEB).

### Hobbies and Interests

Reiki Level One, Reiki Level Two, IET Basic Level, IET Intermediate Level, IET Advanced Level, Introduction to Reflexology, Astronomy for beginners, Life Skills Coaching, Makeup and Skincare, Digital Camera Photography, Introduction to Healing Massage, Occupational First Aid , Oriental Cooking, Art as Meditation, Basic Principles of, Painting in Oils, Cooking with Paul, Dog Training and Pet Psychology, Spanish for Gringos, Cambridge First Certificate in English.