

PLUNKET



COLLEGE



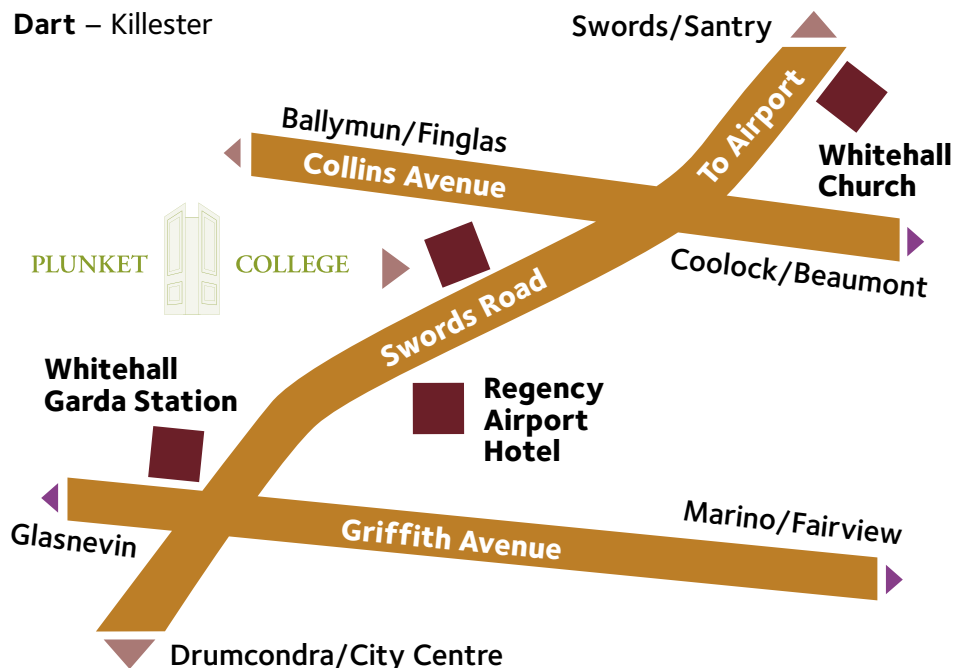
PART-TIME
EVENING AND
DAY COURSES
2011-2012



HOW TO FIND US:

Bus No: 3, 11, 16, 16A, 20B
33, 41, 41c,

Dart – Killester



For further information contact:

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Plunket College
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Whitehall, Dublin 9

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Computers for Beginners, Computers for Improvers, Art



The College aims to deliver a high quality educational service to the community. To enable this to take place in a safe and positive environment:

1. **PERFORMANCE:** A high standard of performance is expected of all students in:
 - (a) working to achieve their goals,
 - (b) cooperating with those who seek to facilitate them, and
 - (c) consideration of others with similar goals.
2. Students are required at all times to show due respect for school personnel, e.g. school authorities, teachers and porters etc. Bullying or any form of aggressive behaviour is not permitted.
3. Students must present for classes free from the influence of alcohol or other mood - altering substances.
4. Smoking in the college building or grounds is not permitted.
5. Class formation is conditional on sufficient enrolment.
6. Fees will only be refunded when a class fails to form.
7. **CLASS SUBJECT CHANGES:** All class/subject changes require written authorization from the Director of Adult Education, and requests for same should be in writing.
8. Students who wish to make a complaint must follow the described procedure. Please ensure that you retain a copy of the college document regarding the rules and procedures.
9. In the event of an emergency, students are required to follow the emergency procedures.
10. Students are responsible for the safeguarding of their own property including, cars which are parked on school grounds, at the owners risk.
11. Fees must be paid in full on enrolment by cheque/credit card or postal order.
12. The college reserves the right to change days/times of programmes where necessary.

The fees listed in this brochure represent tuition fees only and do not cover the cost of text books, manuals, registration with a professional institute or examination fees



ADULT EDUCATION

Part-Time Evening & Day Courses

ENROLMENT DATES

Enrolments will take place on an ongoing basis from
August 22nd between 1-4pm.

Students wishing to enrol may do so at the college office or by telephone booking using a **credit/laser card** or by postal booking by way of **cheque or postal-order**.

Enrolments will also take place at the college on
Monday 5th & Tuesday 6th September between 7-9pm.

CLASSES COMMENCE 19TH SEPTEMBER 2011

Principal

Orla Kehily B.A. H.D.E.S.

Deputy Principal

Teresa Murphy B.A., H.D.E., M. Sc. Ed. Mgt.

Director of Adult Education

Enda Marren B.Comm H.D.E enda.marren@plunket.cdvec.ie

POSTAL REGISTRATION FORM

Name: _____

Address: _____

Tel Home: _____ Work: _____

Course Title: _____

Course Title: _____

Amt. Enclosed (Cheque/Postal Order), €: _____

Please Note: 1. Cheques to be made payable to: City of Dublin VEC; 2. Students will only be contacted in the event of a class being full or due to a Cancellation of a listed class.



ACCOUNTING TECHNICIAN I.A.T.I.

Foundation & Admission (27 weeks)

Plunket College is the major centre for Accounting Technician classes.

Small classes, and excellent results. A high level of commitment and dedication is required. Application to both class and home study is required.

COURSE	DAY	TIME	Fee
Foundation			€200 per subject
Financial Accounting I	Mon	8.30-10.00	
Taxation	Mon	7.00-8.30	
Law & Ethics	Wed	8.30-10.00	
Business Management	Wed	7.00-8.30	
Admission			€200 per subject
Advanced Financial Accounting	Mon	7.00-8.30	
Management Accounting	Wed	8.30-10.00	
Advanced Taxation	Mon	8.30-10.00	
Integrated Accounting Systems	Wed	6.30-8.30	

Students must be eligible to register with A.T.I.

For further information visit A.T.I website at www.AccountingTechniciansIreland.ie

Fees listed represent tuition fees only and do not include textbooks and manuals.

In addition, the Institute charge fees for registration and examinations.

N.B. The timetable for the IATI course is subject to change.



CERTIFIED PUBLIC ACCOUNTANT

Formation I & Formation II (27 Weeks)

Plunket College is an approved 'CPA Education Centre'.

Significant exemptions are offered to students who have completed IATI or other specific further education courses. A high level of commitment and dedication is required.

Application to both class and home study is required.

COURSE	DAY	TIME	FEE
Formation I			€330 per subject
Paper 1 – Business Mathematics & Quantitative Methods	Mon	7.00–8.30	
Paper 2 – Economics & the Business Environment	Mon	8.30–10.00	
Paper 3 – Business Laws	Wed	7.00–8.30	
Formation II			€330 per subject
Paper 1 – Financial Accounting	Mon	7.00–8.30	
Paper 2 – Taxation	Mon	8.30–10.00	
Paper 3 – Information Systems	Wed	7.00–8.30	
Paper 4 – Management Accounting	Wed	8.30–10.00	
Professional I			€400 per subject
Corporate Reporting	Mon	6.15–8.15	
Auditing	Tue	6.30–10.00	
Managerial Finance	Wed	6.30–10.00	
Corporate Laws & Governance	Mon	8.30–10.00	

Students must be eligible to register with CPA.

For further information visit CPA website at www.cpaireland.ie

Fees listed represent tuition fees only and do not include textbooks and manuals.

In addition, the CPA charge for registration and examination.



LEAVING CERTIFICATE (27 WEEKS)

The College has conducted evening classes in Leaving Certificate for the past 30 years. These one year courses require a high level of commitment and dedication from students. Intensive application to both class and home study is required. All listed subjects have three hours tuition per week.

COURSE	DAY	TIME	FEE
Higher level			
Accounting	Wed	7.00-10.00	€360
Biology*	Mon/Wed	8.30-10.00/7.00-8.30	€360
Business Studies	Mon	7.00-10.00	€360
Chemistry*	Mon/Wed	7.00-8.30/8.30-10.00	€360
English	Mon/Wed	7.00-8.30/8.30-10.00	€360
Economics	Mon	7.00-9.00	€240
Geography	Mon/Wed	7.00-8.30/8.30-10.00	€360
History	Mon	7.00-10.00	€360
Irish	Mon/Wed	7.00-10.00	€360
Mathematics	Mon/Wed	7.00-8.30/8.30-10.00	€360
Physics	Mon/Wed	8.30-10.00/7.00-8.30	€360
Music	Mon	7.00-10.00	€360
Ordinary Level			
Business Studies	Mon	7.00-10.00	€360
English	Mon/Wed	7.00-8.30/8.30-10.00	€360
History	Mon	7.00-10.00	€360
Irish	Mon	7.00-10.00	€360
Maths L1**	Mon/Wed	8.30-10.00/7.00-8.30	€360
Maths L1A**	Mon/Wed	7.00-8.30/8.30-10.00	€360
Physics	Mon/Wed	7.00-8.30/8.30-10.00	€360
Music	Mon	7.00-10.00	€360

* Course covers theory only; ** New syllabuses covered

There are additional costs for textbooks and materials and examination fees.

N.B. The Information printed in this brochure is for general information purposes only and is subject to alteration at the discretion of the College authorities. Fee will only be refunded when a class fails to form.



JUNIOR CERTIFICATE LEVEL (25 WEEKS)

Return to Learning

The college welcomes students who as adults return to learning to undertake junior Certificate subjects.

COURSE	DAY	TIME
English	Mon/Wed	7.00-8.30/8.30-10.00
Mathematics	Mon/Wed	7.00-8.30/8.30-10.00

Students may take one or more subjects. These courses are suited to those who wish to raise their level of education to Junior Cert Level.



INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEMS

COURSE	DAY	TIME	FEE
IELTS (10 weeks)	Mon	6.30-9.30	€220

Preparation for the International English Testing Systems. IELTS is the way to prove your English Language skills and open doors to international opportunities. The course covers the ability to communicate across all four language Skills: Listening, Reading, Writing and Speaking.

Most universities, third level colleges and professional bodies specify an IELTS score for entry to their college or professional body.

Students enrolling for IELTS should have attained Intermediate level ESOL.

Students may need to purchase a practice book.

TEASTAS EORPACH NA GAELIGE

COURSE	DAY	TIME	FEE
Gaeilge – Step by Step (25 weeks)	Wed	7.30-9.30	€280

Teg is a system of Certification for Adult Learners of Irish that is linked to the Common European Framework for language assessment examinations are at six levels, from absolute beginners to advanced level certified by the Language Centre NUI Maynooth.

Students undertaking examinations will be required to pay appropriate fee to Ionad Na dTeangacha NUI Maynooth before sitting the examinations which consist of oral and written examinations.



NATIONAL COLLEGE OF IRELAND COURSES

Plunket College is an off campus centre for the National College of Ireland

HETAC Certificate in First Line Management – Year 1

Course Duration: This course takes place one evening per week over 25 weeks.
Course begins in October 2011

Course Fee: €975.00 per year
Course Fees Payable to National College of Ireland.

Course Details: This Programme has been developed to train and educate supervisors and those planning to become supervisors.

Further information and application forms for this course can be obtained by contacting Rosa Callery at 01 – 449 8591 (NCI). E-mail: offcampus@ncirl.ie or you apply online at www.ncirl.ie



THE CERTIFIED PAYROLL TECHNICIAN QUALIFICATION (IPASS)



Course objective: This course is promoted by the Irish Payroll Association (IPASS) the professional body for those working in the payroll function. The course is aimed at all those working in, or intending to work in, the payroll function. It is designed to provide all the practical skills necessary for payroll personnel to operate efficiently and in compliance with Revenue regulations. This qualification is the leading payroll qualification in Ireland.

Awarding Body: This course is accredited by HETAC at Level 6.

Course Content includes:

Stage 1 – September-December	Stage 2 – January-May
PAYE system – Operation and Calculation of PAYE, Tax Credits, Cumulative basis, Commencements & Cessations, Emergency basis, Week 1 etc.	PAYE system – Expenses, Tax free payments, benefits in kind, Revenue audits, Termination payments, Pensions, etc.
Employment Law – Terms of Employment, Payment of Wages, Organisation of Working Time, Protection of Part-time & Fixed Term workers	Employment Law – Minimum Wages, Protection of Young Persons, maternity/ Adoptive/Parental/Carer's leave, Jury Service rules
PRSI system – the classification system, Contribution weeks, Rules and Exemptions	PRSI system – Taxable Social Welfare benefits, Company directors, foreign nationals, Irish employees working abroad, etc

Course Duration: The course is divided into two stages, each one conducted over one morning per Week Friday (9.30 to 12.30) for ten weeks. Those wishing to qualify must successfully complete examinations held in December and May.

Entry Requirements: There are no specific entry requirements and all course material will be given to participants with plenty of practical examples worked through in all classes.

Course Fees:

Stage 1 – €550 (including registration exam fees, course manual, sample exam papers, etc.)

Stage 2 – €550 (including registration exam fees, course manual, sample exam papers, etc.)



PART-TIME EVENING SHORT COURSES

(10 weeks unless otherwise stated)

Course	DAY	TIME	FEE
Art – Drawing & Sketching (Beginners)	Mon	7.30-9.30	€100
<p>Computers Beginners (Email, Internet and Microsoft Word)</p> <p>This ten week course will involve the students in the practical use of Internet, Emails and Microsoft Word.</p> <p>The programme will introduce the students to the fundamentals of using every day home and office applications. By the end of this course students should be able to use Microsoft Word 2003 and Internet Explorer competently and with confidence.</p>	Mon	7.00-9.00	€110
<p>Computer Studies (Intermediate)</p> <p>Suitable for those who have already covered the beginners course. Prepare for ECDL the easy way.</p>	Mon	8.00-9.30	€110
<p>Conversational Irish</p> <p>An Irish language course covering basic conversational topics. Topics covered will include oneself, others house and home, pastimes work, life daily topics and many more. At the end of the course participants will have the ability to converse naturally through Irish. Irish will be learned in a relaxed environment starting with the basics</p>	Mon	8.00-9.30	€75
<p>Creative Writing</p> <p>Always wanted to write? Short story? Poem? Even your first novel. This course will offer you guidance on basic form and technique in creative writing. Workshop element included.</p>	Mon	7.00-8.30	€75



Course	DAY	TIME	FEE
<p>Creative Embroidery: New Interpretations</p> <p>This 10-week embroidery course caters for introductory and intermediate students. Sessions focus on learning hand embroidered stitches initially. This provides the student with a strong basis from which to develop their personal work. The class covers a glossary of 10 stitches and some basics about working with different threads and fabrics. We experiment with various methods for transferring images onto fabric. Demos are given in each class, as well as looking at the work of contemporary embroidery artists for discussion and inspiration. We will explore embroidered textiles in a contemporary way through out. Finally emphasis is placed on the design process from research, idea, development, through to realisation of a finished piece. In addition to experimenting with embroidery each student selects a personal project to work on for the class duration and will develop a project from initial concept to artistic execution; No previous experience with embroidery needed. Great de-stressing activity also!</p>	Mon	7.00-9.00	€100
<p>English for speakers of other languages – ESOL A2</p> <p>Suitable for students who can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.</p>	Mon	7.00-9.00	€75



Course	DAY	TIME	FEE
<p>English for speakers of other languages – ESOL B1</p> <p>Suitable for students who can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.</p>	Wed	8.30-10.00	€75
<p>Introduction to Psychology</p> <p>This course focuses on the ways that Psychology can help us to understand ourselves and others. The major psychological theories will be introduced –Humanist, Psychoanalysis, Behaviourism, Social Learning and Cognitive Psychology. Topics that will be explored in the course are: how the brain works; Perception; Learning; Intelligence; the physiology of Emotions; and Personality including what it means to be a human person and have a sense of self; and how these influence behaviour.</p>	Mon	7.00-9.00	€100
<p>Italian Conversation (Beginners)</p>	Wed	7.30-9.30	€100
<p>Personal Finances – Understand and Take Control</p> <p>This is an invaluable course for those looking to save money, manage their finances and get the best results from their money. Specifically designed for people who wish to enhance their knowledge and understanding of all aspects of personal money matters.</p> <p>The course will enable participants to</p> <ul style="list-style-type: none"> • Understand the key elements of their personal finances • Arm them with the knowledge to make informed financial decisions, including borrowings, savings and pensions • Assist them in minimising their taxes and reducing their household outgoings • Establish financial goals and formulate a plan to achieve them. These goals may vary from paying for a holiday to saving for a child's education. 	Wed	7.00-8.30	€75



Course	DAY	TIME	FEE
<p>Personal Image and Styling Course (4 weeks)*</p> <p>Are you stuck in a style rut? Have you a wardrobe full of clothes but nothing to wear? Then this is the class for you. The following material will be covered.</p> <ul style="list-style-type: none"> - Colour: Which colours best suit your complexion and how to choose the correct hair colouring. - Scale: How to dress in accordance to your scale whether you're petite, grand or medium scale. - Styling the body: Camouflaging problem and highlighting attributes. - Bra Knowledge: How to choose the correct fitting bra. - Underwear selection - Accessorizing: How to achieve the right balance. - Make-up Lesson: A make-up lesson carried out using Mac products. - Own buys: All students attending will be asked to bring in items of clothing that are the good and the mistake buys. <p><i>* Also commences on October 17th</i></p>	Mon	7.00-9.00	€45
<p>Personal & Professional Development Course</p> <ul style="list-style-type: none"> • The Purpose of the course from a Personal Perspective • To get to know yourself better • Find out about your personal qualities. In-dept inventory of self • Enneagram – on personality types • Strengths/Weaknesses • Help to start thinking about your opportunities for the future • How to build Self-esteem. 	Mon	7.00-9.00	€100



Course	DAY	TIME	FEE
<p>Pilates</p> <p>Pilates helps you achieve better posture, flexibility and strength while shaping and toning your body. The result is a balanced and aligned body that looks fit, feels revitalized and moves with ease.</p> <p>Suitable for all ages and levels of fitness. Bring along a mat and a small bath towel or yoga block.</p> <p>NB. Consult your GP or Physiotherapist if you have any injury before embarking on a course of pilates.</p>	Mon/ Wed	7.00-8.30	€75
<p>Public Speaking (Beginners)</p> <p>Going for a job interview, doing a presentation on work, speaking at a wedding or social function, newly elected to a committee. Learn to speak in a friendly workshop type class.</p>	Wed	7.30-9.30	€100
<p>Salsa Dancing (Beginners)</p>	Mon	7.00-8.30	€75
<p>Sign Language</p> <p>A practical course for beginners using Irish sign language.</p>	Mon	7.00-8.30	€75
<p>Spanish Conversation (Beginners)</p> <p>People who have never learned Spanish form the main membership of this course. Spanish Conversation</p>	Mon	7.30-9.30	€100
<p>Spanish Conversation (Intermediate)</p> <p>This course is designed for people who wish to improve on a basic fluency in Spanish.</p>	Wed	7.30-9.30	€100
<p>Wood carving (Places Limited)</p> <p>This is a course in the skills required for wood carving; the course aims to provide the student with skills for the production of a variety of wood carving projects. Basic materials provided.</p>	Mon	7.00-9.00	€240



ACTIVE RETIRED (DAY CLASS)

Now that you have the time do something you really enjoy.

COURSE	DAY	TIME	FEE
Computers for Beginners	Wed	1.30pm-3.30pm	€61
Computers for Improvers	Wed	1.30pm-3.30pm	€61
Art	Wed	1.30pm-3.30pm	€61

These courses are intended to provide an opportunity to stay mentally alert and challenged to meet others who have similar interests.

Any person or group interested in running a course which may be of interest to the general public should contact us.

The college also provides a range of **Full-Time Day Courses** for adults.

Check the website for further details:

www.plunketcollege.ie

CDVEC

Coiste Gairmoideachais Chathair Bhaile Átha Cliath
City of Dublin Vocational Education Committee



National Development Plan

Transforming Ireland

PLUNKET



COLLEGE

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