

enrolment

Spring Term 2016

Preferred method of payment:
Debit or Credit Card (Cash/Cheques also taken)

Evening Enrolments:

Tuesday 12th January from 7.30pm to 9.00pm
Tuesday 19th January from 7.30pm to 9.00pm

Online: www.ddletb.ie

Classes Begin: Tuesday 26th January.

Classes 8 weeks and take place on Tuesday nights unless otherwise stated.

School Closed for mid-term February 16th 2016

For more detailed information on courses see ddletb.ie

Name.....

Address.....

Daytime Contact No.....

Course.....

Fee €.....

Signature.....

Date.....

Donabate Community College
Portrane Road, Donabate, Co. Dublin

Director of Adult Education: **Mr. Joe Cremen**
Telephone: 843 6726 ext.: 17
Fax: 843 6730
Email: adulsted@donabatecc.ie

general information

- 1 All courses are of 8 weeks duration, except where otherwise stated.
- 2 No class may be formed where the number of students does not warrant it.
- 3 Full fees are payable on enrolment. Senior Citizens are entitled to reduced fees €60 plus any material fees.
- 4 Those whose sole source of income is Social Welfare will be entitled to 50% fee reduction on 2nd chance education courses.
- 5 Fees are non-refundable except where classes are not formed.
- 6 No student may transfer from one subject to another without the prior approval of the Adult Ed. Officer.
- 7 The arrangements and information contained in this prospectus and in all other school literature are subject to alteration without notice. The committee is not bound by any error in, or omission from, these regulations.
- 8 Fees stated in this brochure are correct at the time of printing but may be subject to change.
- 9 Though reasonable care is taken at all times the Dublin and Dun Laoighre ETB does not accept responsibility for loss of, or damage to, property of students or members of the public.
- 10 It is the policy of the school not to allow smoking in the school building.
- 11 These classes are intended for adults over the age of 16.

new courses / tutors

If there are courses that you would like to see on offer please send details etc. to the Adult Education Officer. If you have a particular skill or hobby that you feel would be of benefit to the local community and would like to act as tutor I would be delighted to hear from you.

Dublin and Dún Laoghaire ETB refunds policy

The Board accepts no obligation to refund any fee (or part fee) paid by a student to the Committee or to a Student who withdraws from the course. A full refund will be given for courses which do not proceed.

Refunds will be paid using only either of the following two methods of payments:

- Cheque for those who paid by cheque or cash (issued from Co Dublin VEC Head Office) or
- Refund to original Dr/Cr card which was used as original method of payment.

Refunds will only be made payable to the person enrolled on the course.

No cash / refund can be given directly by the centre.

** Please Note:

If you have paid by Dr/Cr card and transfer to a course of higher value we will be required to ask you for your card details again.

Dublin and Dún Laoghaire ETB

Donabate Community College

Springterm2016

adulsteducationeveningclasses

Enrol at: ddletb.ie or
Evening enrolments in College

Donabate Community College

Telephone: 843 6726 ext.: 17

Fax: 843 6730

Email: adulsted@donabatecc.ie

evening classes

Tuesday (8 Weeks) from 26th January 2016

1 Computers for Beginners

Learn to manage files, use the internet, emails, facebook, online shopping etc.

7.30pm - 9.00pm.....€85

2 Introduction to Excel & Spreadsheets

This course provides learners with a structured introduction to the basics of using spreadsheets. It will benefit anyone who works with numbers from those who manage household budgets to those starting a business to those who are considering a job working with numbers.

7.30pm - 9.00pm.....€85

3 Digital Photography

Learn to get the most out of your digital camera and storing and editing photos on computer using a software programme.

7.30pm - 9.00pm.....€85

4 Speech & Drama for Beginners

A practical course designed to get you one step further in your ability to speak clearly and audibly, and be confident and relaxed delivering live action, a presentation, or reading/interpretation, to an audience.

7.30pm - 9.00pm.....€85

5 Spanish for Beginners

Learn to speak Spanish in a relaxed atmosphere. No knowledge necessary.

7.30pm - 9.00pm.....€85

6 Database Design for Beginners

Using Microsoft Access learn to create a database to store information, manipulate data, generate reports and more.

7.30pm - 9.00pm.....€85

7 Italian for Beginners

Learn the basics of the Italian language with an experienced teacher.

7.30pm - 9.00pm.....€85

8 Spanish for Improvers

For those who have done a previous introductory course at beginners level.

7.30pm - 9.00pm.....€85

9 Tin Whistle for Beginners

Learn to play the tin whistle in a relaxed informal class from an experienced teacher.

7.30pm - 9.00pm.....€85

10 Drawing & Sketching

A beginners course. Explore your artistic side this new year by joining the beginners drawing class.

7.30pm - 9.00pm.....€85

11 Yoga for Beginners

Basic posture, breathing, meditation and alignment taught. Classes are relaxing, fun and accessible to all.

7.30pm - 9.00pm.....€85

12 Painting

Learn to paint in the relaxed, spacious art room of Donabate C.C. In this course, beginners will learn to use watercolours and acrylics and learn how to deal with size and proportion of pictures and also composition. Materials will be provided at small extra cost.

7.30pm - 9.00pm.....€85

13 Creative Writing for Beginners

Do you have a story in you? Develop your skills in writing. Classes will be relaxed and informal.

7.30pm - 9.00pm.....€85

14 Introduction to Philosophy

This course examines the fundamental questions in life with reference to the key philosophers, ancient and modern.

7.30pm - 9.00pm.....€85

15 Assertiveness & Personal Development

This course helps you to acquire confidence by becoming aware of your full potential.

7.30pm - 9.00pm.....€85

16 Life Coaching for You

This course helps you discover whole life satisfaction by bringing balance.

7.30pm - 9.00pm.....€85

Dublin & Dún Laoghaire
Education & Training
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(Cathaoirleach)

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