

RATHMINES COLLEGE



EVENING PROGRAMME SPRING 2012

SHORT PART-TIME COURSES

CITY OF DUBLIN VOCATIONAL EDUCATION COMMITTEE

**Enrolling from
Monday 9th
January 2012**
See inside for full details

RATHMINES COLLEGE

Town Hall,

Rathmines,

Dublin 6

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web: www.rathminescollege.ie

MONDAY EVENINGS

CODE	COURSE TITLE	TIME(pm)	WKS	FEE
BUSINESS & CAREER COURSES				
S12-01	NEW -Introduction to Competitive Intelligence for Business	7.30-9.00	10	€85
S12-02	Start your own Business – expert advice, business plan essentials	6.00-7.30	10	€75
COMPUTER COURSES				
S12-03	Computer Applications A1 – Complete Beginners	6.00-7.30	10	€85
S12-04	Computer Applications A2 – Continuation (Word Processing & Graphics, Spreadsheets, PowerPoint)	7.30-9.00	10	€85
S12-05	Typewriting, Keyboarding & Word Processing – Beginners_ improves (house exam optional)	6.00-7.30	10	€85
LANGUAGES				
S12-06	English Language – Prep for Cambridge First Cert exam (B2)	7.00-9.00	10	€100
S12-07	English Language – Prep for Cambridge Advanced Cert exam (C1)	7.00-9.00	10	€100
S12-08	English Language – English for Work and Business (B1-B2)	6.00-7.00	12	€60
S12-09	English Language – General English Lower Intermediate (B1)	6.00-7.00	12	€60
S12-10	Preparation for LC French Oral Exam – from good standard Ordinary Level to Higher level	5.00-6.00	10	€50
S12-11	NEW - Preparation for LC German Oral Exam -from good standard Ordinary Level to Higher level	5.00-6.00	10	€50
LEAVING CERTIFICATE				
S12-10	Preparation for LC French Oral Exam – from good standard Ordinary Level to Higher level	5.00-6.00	10	€50
S12-11	Preparation for LC German Oral Exam -from good standard Ordinary Level to Higher level	5.00-6.00	10	€50
LIFESTYLE, HOBBY & LEISURE				
S12-12	Art – The Fundamentals of Drawing for Beginners - Continuation	6.00-7.00	10	€50
S12-13	Bellydance for Fitness, Toning & Relaxation	7.30-9.00	10	€75
S12-14	NEW - Music Appreciation; Reading and Writing Music, Introduction to Western and World Music	6.00-7.00	10	€50
S12-15	Interior Design – Beginners	7.30-9.00	10	€75
S12-16	Irish History Through Literature and Film	6.00-7.30	10	€75
S12-17	Pilates – Continuation / Improvers (<i>Students must supply their own mats and towels</i>)	6.00-7.00	10	€50
S12-18	Tai Chi – <i>Beginners</i>	6.00-7.30	10	€75
S12-19	Wine Appreciation + <i>extra charge of €50 for materials</i>	7.30-9.00	10	€75
UCD-accredited COURSE				
S12-20	Psychology in Everyday Life	7.00-9.00	10	€175

TUESDAY EVENINGS

CODE	COURSE TITLE	TIME(pm)	WKS	FEE
BUSINESS & CAREER COURSES				
S12-21	Powerpoint Presentations for Professionals...	7.30-9.00	10	€85
S12-22	Public Speaking – Communicate with Confidence	6.00-7.30	10	€75
S12-23	Stock Exchange and Day Trading – An Introduction	6.00-7.30	10	€85
COMPUTER COURSES				
S12-24	NEW - Practical Computing for Every Day Life; Internet, Facebook, Ebay, Blogs, Youtube etc.	7.30-9.00	10	€85
S12-21	Powerpoint presentations for professionals...	7.30-9.00	10	€85
LANGUAGES				
S12-25	English Language – General English Intermediate (B1-B2)	7.30-9.00	10	€75
S12-26	English Language – Preparation for IELTS exam (B2-C1)	6.00-7.30	10	€75
S12-27	Irish Conversation – an opportunity to use and improve your spoken Irish.	6.00-7.30	10	€75
S12-28	NEW - Preparation for LC Irish Oral Exam – from good standard Ordinary Level to Higher level	5.00-6.00	10	€50
S12-29	NEW - Preparation for LC Spanish Oral Exam – from good standard Ordinary Level to Higher level	5.00-6.00	10	€50
LEAVING CERTIFICATE				
S12-30	Art - Life Drawing + extra charge of €30 for model	6.30-7.30	10	€50
S12-31	Art History & Appreciation	6.00-7.30	10	€75
S12-28	NEW - Preparation for LC Irish Oral Exam – from good standard Ordinary Level to Higher level	5.00-6.00	10	€50
S12-29	NEW - Preparation for LC Spanish Oral Exam – from good standard Ordinary Level to Higher level	5.00-6.00	10	€50
LIFESTYLE & LEISURE				
S12-30	Art - Life Drawing + extra charge of €30 for model	6.30-7.30	10	€50
S12-31	Art History & Appreciation	6.00-7.30	10	€75
S12-32	Bridge – Beginners/continuation	7.30-9.00	12	€90
S12-33	Counselling & Psychotherapy – An introduction	7.30-9.00	10	€75
S12-34	Creative Writing	7.30-9.00	10	€75
S12-35	Drama & Acting - An introduction	7.30-9.00	10	€75
S12-36	Health and Alternative Nutrition	7.30-9.00	10	€75
S12-37	Knitting for beginners and improvers	7.30-9.00	10	€75
S12-22	Public Speaking – Communicate with confidence	6.00-7.30	10	€75
S12-38	Yoga A1 – Beginners (<i>Yoga students must supply their own mats.</i>)	6.00-7.30	10	€75
S12-39	Yoga A2 – Continuation / Improvers (<i>Yoga students must supply their own mats.</i>)	7.30-9.00	10	€75
S12-40	NEW - Laughter Yoga – Reduce Stress and Promote Well Being	5.00-6.00	10	€50

COURSE OUTLINES

A short description or outline of each course is available from the college on enrolment evenings.

LANGUAGES

All language courses cover Reading / Writing / Listening / Speaking plus Grammar / Vocabulary / Pronunciation Work.

UCD – PROVIDED COURSES AT RATHMINES COLLEGE

Introduction to Psychology is offered by Rathmines College in partnership with University College Dublin, Adult Education Centre. UCD provide both the tuition and the syllabus. Two of the classes on this course will be given on the UCD Campus, Belfield.

Psychology in Everyday Life (continuation course) will be offered by Rathmines College in partnership with UCD in Spring 2012. For more information, go to www.ucd.ie/adulted

STUDENTS MUST SUPPLY THEIR OWN MATERIALS WHERE NECESSARY

Your course tutor will advise you on the first day of class.

SPRING 2012 ENROLMENTS

Enrolment Dates

***Monday 9th and Tuesday 10th January 2012
&
Monday 16th and Tuesday 17th January 2012***

Enrolment Times ***6.30pm - 8.00pm***

Enrolment Location

Rathmines College, Town Hall Rathmines, Dublin 6

Classes commence

***Monday 23rd and Tuesday 24th January 2012
unless otherwise stated***

Evening Programme Calendar 2012

***Available online at www.rathminescollege.ie
or in college***

All enrolments are subject to the rules and regulations of CDVEC

TERMS AND CONDITIONS

PAYMENT OF FEES

- Full fees must be paid at enrolment and are not transferable to another student.
- There is no postal booking.
- Cheques/Postal Orders/Money Orders should be made payable to CDVEC.
- Please write your name, address and current bankers card number on back of cheque.
- Credit Cards and Laser Cards are accepted on enrolment nights only.

REFUNDS

Course fees will be refunded only if a course does not form, is already full or within two weeks of commencement of the course on the grounds of certified illness or changes in working conditions. Requests for refunds, with supporting documentation where appropriate, must be submitted in writing with receipt to the Principal. Where a refund is deemed justified, a small handling fee will apply.

CONCESSIONS

A small fund which offers a limited number of places at a discount is available at the discretion of the Principal to those whose primary source of income is Social Welfare. Appropriate and current evidence i.e. a Social Welfare Card must be produced to avail of these concessions.

STUDENT PROPERTY

The College regrets that responsibility cannot be accepted for the loss or damage to the property of students.

TRANSFERS BETWEEN COURSES

Transfers are permissible only within **the first three weeks** of the commencement of a course and subject to availability of places.

The information contained in our brochure is accurate at the time of going to press. However, the College reserves the right to amend or cancel any course without notice. The information presented does not constitute a contract between the College and any third party.