

RATHMINES COLLEGE



**PART-TIME
EVENING COURSES
AUTUMN 2011**

ADULT EDUCATION

CITY OF DUBLIN VOCATIONAL EDUCATION COMMITTEE

**Enrolling from
Monday 5th
September 2011**
See inside for full details

RATHMINES COLLEGE

Town Hall,

Rathmines,

Dublin 6

Telephone: 4975334

Fax: 4979678

e-mail: info@rc.cdvec.ie

web: www.rathminescollge.ie

MONDAY EVENINGS

CODE	COURSE TITLE	TIME(pm)	WKS	FEE
BUSINESS & CAREER				
11-01	Accounting Technician ATI year 1 Accounting 1	6.00-7.30	25	€190
11-02	Accounting Technician ATI year 1 Taxation 1	7.30-9.00	25	€190
11-03	Business Management – FETAC Level 6	6.00-7.30	25	€260
11-04	Marketing & Sales - FETAC Level 5	7.30-9.00	25	€215
11-05	Start your own Business – expert advice, guest lecturers, business plan essentials	6.00-7.30	10	€75
COMPUTER COURSES				
11-06	Computer Applications A1 – Complete Beginners (Word processing, Spreadsheets, Internet)	6.00-7.30	10	€85
11-07	Computer Applications A2 – Continuation (Word Processing & Graphics, Spreadsheets, Internet)	7.30-9.00	10	€85
11-08	Digital Imaging – Beginners	7.30-9.00	10	€85
11-09	ECDL – European Computer Driving License	6.00-9.00	25	€525
11-10	Typewriting, Keyboarding & Word Processing (house exam optional)	7.30-9.00	10	€85
LANGUAGES				
11-11	English Language – Prep for Cambridge First Cert exam (B2)	7.00-9.00	10	€100
11-12	English Language – Prep for Cambridge Advanced Cert exam (C1)	7.00-9.00	10	€100
11-13	English Language – English for work and business (B1-B2)	6.00-7.00	10	€50
11-14	English Language – General English Lower Intermediate (B1)	6.00-7.00	10	€50
11-15	French – Beginners	6.00-7.30	25	€185
11-16	French – Improvers	7.30-9.00	25	€185
11-17	Prep LC French Oral exam – good standard ordinary - higher level	5.00-6.00	10	€50
11-18	Portuguese – Beginners	6.00-7.30	25	€185
11-19	Portuguese – Improvers	7.30-9.00	25	€185
11-20	Spanish – Beginners	6.00-7.30	25	€185
11-21	Spanish – Improvers	7.30-9.00	25	€185
LEAVING CERTIFICATE				
11-22	Mathematics – Ordinary Level	7.00-9.00	25	€220
11-17	Prep LC French Oral exam – good standard ordinary - higher level	6.00-7.00	10	€50
LIFESTYLE & LEISURE				
11-23	Art - Drawing and Painting – Beginners / Improvers	7.00-9.00	25	€250
11-24	Art - The fundamentals of drawing - Beginners	6.00-7.00	10	€50
11-25	Bellydance for Fitness, Toning & Relaxation	7.30-9.00	10	€75
11-26	The Economy of Ireland – analyzed and discussed	6.00-7.00	10	€50
11-27	Interior Design – Beginners	7.30-9.00	10	€75
11-28	Irish History through Literature and Film	6.00-7.30	10	€75
11-29	Pilates - Beginners	6.00-7.00	10	€50
11-30	Tai Chi – Beginners	6.00-7.30	10	€75
11-31	Ukelele playing for beginners	6.00-7.00	10	€50
11-32	Wine Appreciation + extra charge of €50 for materials	7.30-9.00	10	€75
UCD-Provided COURSE				
11-33	Introduction to Psychology (starting 03/10/11)	7.00-9.00	10	€175

TUESDAY EVENINGS

CODE	COURSE TITLE	TIME(pm)	WKS	FEE
BUSINESS & CAREER				
11-34	Accounting Technician ATI year 1 Business Management.	6.00-7.30	25	€190
11-35	Accounting Technician ATI year 1 Law & Ethics	7.30-9.00	25	€190
11-36	PowerPoint for business presentations	7.30-9.00	10	€85
11-37	Public Speaking – Communicate with confidence	6.00-7.30	10	€75
11-38	Stock Exchange and Day Trading – An introduction	6.00-7.30	10	€85
COMPUTER COURSES				
11-39	Equal Skills Cert. – Introduction to computing, the internet and email. Extra charge of €40 for assessment	7.30-9.00	10	€85
11-40	The Internet - FETAC Level 5	6.00-7.30	25	€235
11-36	PowerPoint for business presentations	7.30-9.00	10	€85
11-41	Pre-ECDL – Preliminary preparation for ECDL	6.00-7.30	25	€205
11-42	Web Page Design – FETAC Level 5	7.30-9.00	25	€235
LANGUAGES				
11-43	English Language – Preparation for IELTS exam (B2-C1)	6.00-7.30	10	€75
11-44	English Language – General Intermediate (B1-B2)	7.30-9.00	10	€75
11-45	French – Intermediate	6.00-7.30	25	€185
11-46	French – Advanced	7.30-9.00	25	€185
11-47	German - Beginners	6.00-7.30	25	€185
11-48	Irish Conversation – an opportunity to use and improve your spoken Irish	6.00-7.30	10	€75
11-49	Italian – Beginners	6.00-7.30	25	€185
11-50	Italian – Improvers	7.30-9.00	25	€185
11-51	Spanish - Intermediate	6.00-7.30	25	€185
11-52	Spanish – Advanced (A study of Spanish culture and language through literature)	7.30-9.00	25	€185
LEAVING CERTIFICATE				
11-53	Art - Life Drawing + extra charge of €30 for model	6.30-7.30	10	€50
11-54	Art History & Appreciation	6.00-7.30	10	€75
LIFESTYLE & LEISURE				
11-55	Art - Drawing & Painting – Continuation	7.30-9.00	25	€185
11-53	Art - Life Drawing + extra charge of €30 for model	6.30-7.30	10	€50
11-54	Art History & Appreciation	6.00-7.30	10	€75
11-55	Bridge for Beginners	7.30-9.00	10	€75
11-56	Counselling & Psychotherapy – An introduction	7.30-9.00	10	€75
11-57	Creative Writing	7.30-9.00	10	€75
11-58	Drama & Acting - An introduction	7.30-9.00	10	€75
11-59	Health and Alternative Nutrition – A study of the effects of diet on health and fitness	6.00-7.30	10	€75
11-60	Knitting for beginners and improvers	7.30-9.00	10	€75
11-61	Life Coaching	6.00-7.00	10	€50
11-37	Public Speaking – Communicate with confidence	6.00-7.30	10	€75
11-62	Yoga A1 – Beginners	6.00-7.30	10	€75
11-63	Yoga A2 – Continuation / Improvers	7.30-9.00	10	€75

FURTHER INFORMATION ON COURSE CONTENT

COURSE OUTLINES

A **short description or outline of each course** is available from the college on enrolment evenings and in the days just before this. Also, **teaching staff will be available** to talk and advise on courses during enrolment evenings.

FETAC COURSES

Students receive a FETAC minor award certificate on passing an individual subject (module). There is an extra charge of €25 per module for FETAC assessment. Students, if they wish, may attend FETAC courses without submitting work for assessment. To know more about FETAC, go to www.fetac.ie

LEAVING CERTIFICATE MATHEMATICS

Each student is responsible for their own Leaving Certificate application. We recommend students use the online application system at www.examinations.ie.

LANGUAGES

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

COMPUTER COURSES

A basic knowledge of computers is required for: Computer Programming, Digital Imaging, ECDL, The Internet, Web Design. The ECDL course covers all seven modules and the examination.

ACCOUNTING TECHNICIAN – ATI

The course fee is €190 per module and covers tuition only. It does not cover registration with the ATI or materials and exam fees. To take this course, students must be eligible to register with ATI. Each student is responsible for ATI registration and exam entry. See ATI brochure or go to www.AccountingTechniciansIreland.ie.

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 this during enrolments or on the first day of class.

TERMS AND CONDITIONS

PAYMENT OF FEES

- Full fees must be paid at enrolment.
- Fees are not transferable to another student.
- There is no online or postal booking or payment system.
- Cheques/Postal Orders/Money Orders should be made payable to CDVEC.
- Name, address and current bankers card number should be written on back of the cheque.
- Credit Cards and Laser Cards are accepted for payment on enrolment nights only.

REFUNDS

Course fees will only be refunded if a course does not form, is already full or within two weeks of commencement of the course on the grounds of certified illness. 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.

CANCELLATION OF CLASSES

On rare occasions classes may be cancelled due to circumstances beyond our control, such as extreme weather conditions. If this occurs, every attempt will be made to notify all students by sms text, phone call or on our website. We advise all students to visit our website for updates or to phone the college if in any doubt.

AUTUMN 2011 ENROLMENTS

Enrolment Dates

***Monday 5th and Tuesday 6th September 2011
&
Monday 12th and Tuesday 13th September 2011***

Enrolment Times **6.30-8.00pm**

Enrolment Location

Rathmines College, Town Hall Rathmines, Dublin 6

Classes commence*

***Monday 19th and Tuesday 20th September 2011
*(unless otherwise stated)***

Evening Programme Calendar 2011-2012

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

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.

All enrolments are subject to the rules and regulations of CDVEC
