

# RATHMINES COLLEGE



## EVENING PROGRAMME AUTUMN 2017 SHORT PART-TIME COURSES

CITY OF DUBLIN EDUCATION TRAINING BOARD

**RATHMINES COLLEGE**  
Town Hall Rathmines, Dublin 6

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**W: [www.rathminescollege.ie](http://www.rathminescollege.ie)**

## MONDAY EVENINGS

CODE	COURSE TITLE	TIME(PM)	WKS	FEE
<b>BUSINESS &amp; CAREER COURSES</b>				
A17-01	<b>Start your Own Business</b> - Expert Advice & Business Plan Essentials	18.00-19.30	8	€80
A17-02	<b>Introduction to Digital Marketing &amp; Business</b> - Skills and Strategies involved in Developing an Effective Digital Strategy for Businesses Today	18.00-19.00	10	€65
<b>COMPUTER COURSES</b>				
A17-03	<b>NEW Computer Skills</b> - All Abilities -Security & Protection of your Computer, Word Processing and Spreadsheets	18.00-19.30	10	€95
A17-04	<b>NEW Basic Computer Course</b> - Beginners & Intermediate – Get to know your Computer; Desktop, Storage, Speed, Filing & Organisation of Documents	19.30-21.00	10	€95
<b>LANGUAGES</b>				
A17-05	<b>English Language</b> - Preparation for Cambridge First Certificate exam (B2)	19.00-21.00	10	€110
A17-06	<b>English Language</b> - General English Intermediate (B1)	17.30-19.00	10	€80
A17-07	<b>Preparation for LC Spanish Oral Exam</b> - from good standard Ordinary Level to Higher level	17.00-18.00	10	€65
A17-08	<b>Preparation for LC French Oral Exam</b> - from good standard ordinary Level to Higher level	17.00-18.00	10	€65
A17-09	<b>French</b> - Lower Intermediate	18.00-19.30	22	€185
A17-10	<b>French</b> - Upper Intermediate	19.30-21.00	22	€185
A17-11	<b>Spanish</b> - Beginners	18.00-19.30	22	€185
A17-12	<b>Spanish</b> - Improvers	19.30-21.00	22	€185
A17-13	<b>Spanish</b> - Preparation for Holidays	17.00-18.00	10	€65
A17-14	<b>Russian</b> - Beginners / Improvers	18.00-19.30	10	€80
A17-15	<b>NEW Russian</b> - Continuation	17.00-18.00	10	€65
A17-16	<b>NEW Italian</b> - for Holidays	18.00-19.30	10	€80
<b>LEAVING CERTIFICATE</b>				
A17-17	<b>LC Maths</b> - Ordinary Level Paper I Revision (Paper II after Christmas)	19.00-21.00	12	€120
A17-07	<b>Spanish</b> - Preparation for LC Spanish Oral Exam - From good standard Ordinary level to Higher level	17.00-18.00	10	€65

## MONDAY EVENINGS

CODE	COURSE TITLE	TIME(PM)	WKS	FEE
A17-08	<b>French</b> - Preparation for LC French Oral Exam - from good standard Ordinary Level to Higher level	17.00-18.00	10	€65

### LIFESTYLE, HOBBY & LEISURE

A17-18	<b>Art</b> - Drawing and Painting - Beginners	19.00-21.00	22	€230
A17-19	<b>Art</b> - The Fundamentals of Drawing for Beginners	18.00-19.00	12	€80
A17-20	<b>Fibre</b> - Arts and crafts - Weaving, Crocheting, Felting, Embroidery & Fabric Manipulation	18.00-19.30	10	€85
A17-21	<b>NEW Fibre</b> - Arts and crafts - Continuation - Weaving, Crocheting, Felting, Embroidery & Fabric Manipulation	19.30-21.00	10	€85
A17-22	<b>Bellydance for Fitness, Toning and Relaxation</b>	18.30-19.30	10	€65
A17-23	<b>NEW Musical Theatre (burlesque Style)</b> - A mix of Jazz, Modern and Cabaret dance styles	17.30-18.30	10	€65
A17-24	<b>NEW Pilates</b> - Beginners & Improvers	19.30-21.00	10	€85
A17-25	<b>Interior Design</b> - Beginners	18.00-19.30	10	€85
A17-26	<b>NEW Interior Design</b> - Continuation	19.30-21.00	10	€85
A17-27	<b>Creative Writing</b> - Beginners - Guidance for Writing and Editing by a professional	18.00-19.30	10	€85
A17-28	<b>Creative Writing</b> - Continuation - Guidance for Writing and Editing by a professional	19.30-21.00	10	€85
A17-29	<b>NEW Basic Automotive Maintenance and Servicing</b> - Save money with car DIY	19.30-21.00	10	€85
A17-30	<b>NEW Introduction to Celtic Mythology</b>	18.00-19.00	10	€65
A17-31	<b>Wine Appreciation</b> + extra charge of €50 for materials/wine on the first night	19.30-21.00	10	€85

### UCD-PROVIDED COURSE

A17-32	<b>Introduction to Psychology</b> - <b>See UCD Website for details and Enrolments.</b> Course dates are to be posted on UCD Website during the summer	19.00-21.00	10	
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## TUESDAY EVENINGS

CODE	COURSE TITLE	TIME(PM)	WKS	FEE
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### BUSINESS & CAREER COURSES

A17-33	<b>Public Speaking</b> - Communicate with Confidence	18.00-19.30	10	€85
A17-34	<b>NEW Conflict Management</b> - Resolving conflicts effectively for personal or Business outcome	19.30-21.00	10	€85

### COMPUTER COURSES

A17-35	<b>ECDL New syllabus</b> - European Computer Driving Licence + Extra charge of €145 for exams	17.30-19.30	22	€380
A17-36	<b>NEW Computer Applications for the workplace</b> - Wordprocessing & Spreadsheets. Microsoft Word and Excell	19.30-21.00	10	€95
A17-37	<b>NEW Digital Mobile Photography, Publishing your own Photo book and letting the world know</b> - Using a smartphone, Ipad or any other device with a camera.	18.00-19.30	10	€95
A17-38	<b>NEW Digital Illustration; from Doodles to Designs that sell</b> - Experiment with the creative art process of doodling to create commercial designs (using Adobe Illustrator)	19.30-21.00	10	€95

### LANGUAGES

A17-39	<b>English Language</b> - English Advanced Cambridge	19.30-21.00	10	€80
A17-40	<b>English Language</b> - English for work and business	19.30-21.00	10	€80
A17-41	<b>English Language</b> - Preparation for IELTS exam (B2-C1)	17.30-19.30	10	€110
A17-42	<b>English</b> - Beginners	18.00-19.00	10	€65
A17-43	<b>NEW Irish</b> - Beginners - Non natives welcome	19.30-20.30	10	€65
A17-44	<b>Irish</b> - Conversation - An opportunity to use and improve your spoken Irish	18.00-19.00	10	€65
A17-45	<b>Preparation for LC Irish Oral Exam</b> - from good standard Ordinary Level to Higher level	17.00-18.00	10	€65
A17-46	<b>French</b> - for Holidays	17.00-18.00	10	€65
A17-47	<b>French</b> - Conversation - Good intermediate level Required	18.00-19.30	10	€80
A17-48	<b>French</b> - Beginners / Improvers	19.30-21.00	22	€185
A17-49	<b>German</b> - Beginners	18.00-19.30	22	€185

### LEAVING CERTIFICATE

A17-45	<b>Preparation for LC Irish Oral Exam</b> - from good standard Ordinary Level to Higher level	17.00-18.00	10	€65
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### LIFESTYLE & LEISURE

A17-50	<b>Counseling and Psychotherapy</b> - An introduction to counseling and psychotherapy	19.30-21.00	10	€85
A17-51	<b>Art-Life Drawing</b> - extra charge of €30 for model on the first night	18.30-19.30	10	€65

## TUESDAY EVENINGS

CODE	COURSE TITLE	TIME(PM)	WKS	FEE
A17-52	<b>Art</b> - Drawing & Painting - Continuation	19.30-21.00	22	€185
A17-53	<b>Jewellery Making</b> - Have fun in designing & Making your own necklaces, bracelets and Earrings	19.30-21.00	10	€85
A17-54	<b>Floristry Design for all occasion</b> - Learn the design and skills from traditional to contemporary, Bouquets, Wreaths and Garlands for all occasions	19.30-21.00	10	€85
A17-55	<b>Bridge</b> - for Beginners	19.00-21.00	10	€100
A17-56	<b>Drama and Acting</b> - An introduction	19.30-21.00	10	€85
A17-57	<b>Health and Alternative Nutrition</b> - A Study of the effects of diet on Health & fitness.	18.00-19.30	10	€85
A17-58	<b>NEW Learn to Love your Sewing Machine</b> - Use all of the stitches on your machine, expand your knowledge by working with different sewing feet, learn to problem solve and maintain your machine too. *No sewing skills needed	17.00-18.00	10	€65
A17-59	<b>Dress Making</b> - for Beginners	18.00-19.30	10	€85
A17-60	<b>Dress Making</b> - intermediate / Continuation	19.30-21.00	10	€85
A17-33	<b>Public Speaking</b> - Communicate with confidence	18.00-19.30	10	€85
A17-61	<b>Yoga A1</b> - Beginners (Yoga students must supply their own mats.)	18.00-19.30	10	€85
A17-62	<b>Yoga B1</b> - Continuation / Improvers (Yoga students must supply their own mats.)	19.30-21.00	10	€85
A17-63	<b>Mindfulness 1</b> - Beginners - Find calm and stability in your relationships with yourself & others	18.00-19.00	10	€65
A17-64	<b>Mindfulness 2</b> - Continuation - For those who have completed Mindfulness Beginners	19.00-20.00	10	€65
A17-65	<b>Mindfulness 3</b> - For the workplace	20.00-21.00	10	€65
A17-66	<b>NEW Chinese Medicine</b>	18.00-19.30	10	€85
A17-67	<b>NEW Dublin History Talking and Walking your city</b> - includes walking tours of Dublin	18.00-19.30	10	€85

# CALENDAR 2017-2018

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September enrolments will take place on Monday 4th and Tuesday 5th and on Monday 11th and Tuesday 12th of September (and also for LC courses on Wednesday the 6th).

## WEEK NO. DATE OF CLASSES

1	18 / 19 September (All courses commence unless otherwise arranged)
2	25 / 26 September
3	02 / 03 October
4	09 / 10 October
5	16 / 17 October
6	23 / 24 October

*Mid-Term Break 30th / 31st October*

7	06 / 07 November
8	13 / 14 November
9	20 / 21 November
10	27 / 28 November (End of Autumn 10-week short courses)
11	04 / 05 December
12	11 / 12 December

*Christmas Holidays*

-	15 / 16 January (Spring enrolments for 10-week short courses commence)
-	22 / 23 January (Spring enrolments for 10-week short courses continue)
13 / 1	29 / 30 January (22-week Autumn courses recommence & Spring 10-week short courses commence)
14 / 2	05 / 06 February

*Mid-Term Break 12th / 13th February*

15 / 3	19 / 20 February
16 / 4	26 / 27 February
17 / 5	05 / 06 March
18 / 6	12 / 13 March
19 / 7	19 (closed for St Patrick's Day) / 20 March

*Mid-Term Easter Holidays 26th / 27th March and 2nd / 3rd April*

20 / 8	09 / 10 April
21 / 9	16 / 17 April
22 / 10	23 / 24 April (Final class for Tuesday's Autumn and Spring Courses)
22 / 10	30 April (Final class for Monday's Autumn and Spring Courses)

# TERMS AND CONDITIONS

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## FEES:

- **FULL FEES** must be paid at enrolment and are not transferable to another student
  - **Cheques/Postal Orders/Money Orders** should be made payable to CDETB
  - 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
  - **No cash** will be accepted due to security reasons.
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## REFUNDS:

Course fees will be refunded **ONLY if a course does not form, is already full, or 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 two weeks** of the commencement of a course and **subject to availability of places.**

## LITERACY

**Rathmines college offers literacy classes at no cost on Monday 7.30-9.00pm & Tuesday from 5.30 to 7.30pm. For more information contact the college.**

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*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.*

**RATHMINES COLLEGE, CDETB**

# ENROLMENTS

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## ENROLMENT DATES:

Mon the 4th , Tues the 5th, September 2017

Mon the 11th , Tues the 12th , September 2017

(and also possibly Wed the 6th 2-4pm for LC Courses)

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## ENROLMENT TIMES:

6.00-8.00pm

## ENROLMENT LOCATION:

Rathmines College,  
Town Hall Rathmines,  
Dublin 6

## CLASSES COMMENCE:

Mon 18th, Tues 19th September 2017

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All enrolments are subject to the rules and regulations of CDETB.

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## FURTHER INFORMATION ON COURSE CONTENT

### COURSE OUTLINES

A short description or outline of each course is available from the college on enrolment evenings (some also online on our website). Also, teaching staff may be available to talk and advise on courses during enrolment evenings.

### LANGUAGES

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

### UCD – PROVIDED COURSES AT RATHMINES COLLEGE

Psychology is offered by Rathmines College in partnership with University College Dublin, Adult Education Centre. UCD provide both the tuition and the syllabus.

**Please enrol directly with UCD.**

For more information, go to [www.ucd.ie/adulted](http://www.ucd.ie/adulted).

### STUDENTS MUST SUPPLY THEIR OWN MATERIALS WHERE NECESSARY

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

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### BUSES SERVICING RATHMINES COLLEGE

14, 15, 15A, 15B, 18,  
65, 65B, 83, 140, 142

# CDETB