

# RATHMINES COLLEGE



## EVENING PROGRAMME AUTUMN 2019 SHORT PART-TIME COURSES

CITY OF DUBLIN EDUCATION TRAINING BOARD

RATHMINES COLLEGE  
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## MONDAY EVENINGS

CODE	COURSE TITLE	TIME(PM)	WKS	FEE
<b>BUSINESS &amp; CAREER COURSES</b>				
A 19-01	<b>Start your Own Business</b> - expert advice & business plan essentials.	18.00-19.30	8	€80
A 19-02	<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
A 19-03	<b>NEW Team Working Module QQI Level 5 - Term 1 (+Exam fee € 50 )</b>	18.00-19.30	10	€95
<b>COMPUTER/MEDIA COURSES</b>				
A 19-04	<b>Internet in the 21st century</b> - Learn about Facebook, Twitter, Instagram, Pinterest, Ebay, PayPal, YouTube, Booking Holidays/Flights, Online Banking and Cloud computing	18.00-19.30	10	€95
A 19-05	<b>Basic Computing Course – Beginners &amp; Intermediate</b> – Get to know your computer, Desktop, storage, speed, filing & organization of documents	19.30-21.00	10	€95
A 19-06	<b>Introduction to Podcasting</b> -Set up, Launch, and Grow Your Own Show	18.00-19.30	10	€95
A 19-07	<b>Introduction to Wordpress</b> – Build and Grow your own site	19.30-21.00	10	€95
<b>LANGUAGES</b>				
A 19-08	<b>English Language</b> – Preparation for Cambridge First Certificate exam (B2)	19.00-21.00	10	€110
A 19-09	<b>English Language</b> – General English Intermediate (B1)	17.30-19.00	10	€80
A 19-10	<b>Preparation for LC Spanish Oral Exam</b> – From good standard Ordinary Level to Higher level	17.00-18.00	10	€65
A 19-11	<b>Preparation for LC French Oral Exam</b> – From good standard Ordinary Level to Higher level	17.00-18.00	10	€65
A 19-12	<b>French Lower Intermediate (Term 1).</b>	18.00-19.30	10	€80
A 19-13	<b>French Upper Intermediate (Term 1).</b>	19.30-21.00	10	€80
A 19-14	<b>German – Beginners (Term 1).</b>	18.00-19.30	10	€80
A 19-15	<b>Spanish – Beginners (Term 1).</b>	18.00-19.30	10	€80
A 19-16	<b>Spanish –Improvers (Term 1).</b>	19.30-21.00	10	€80
A 19-17	<b>Russian –Beginners (Term 1).</b>	18.00-19.30	10	€80

## MONDAY EVENINGS

CODE	COURSE TITLE	TIME(PM)	WKS	FEE
A 19-18	<b>NEW Japanese Beginners (Term 1).</b>	18-00-19.30	10	€80

### LEAVING CERTIFICATE

A 19-19	<b>LC Maths – Ordinary Level</b> – Paper I Revision (Paper i)	19.30-21.00	10	€110
A 19-10	<b>Preparation for LC Spanish Oral Exam</b> – from good standard Ordinary Level to Higher level.	17.00-18.00	10	€65
A 19-11	<b>Preparation for LC French Oral Exam – from good standard ordinary Level to Higher level.</b>	17.00-18.00	10	€65
A 19-20	<b>NEW LC Music (Theory) fee is for both Monday and Tuesday(Term 1).</b>	16-00-17.30	10	€110

### LIFESTYLE, HOBBY & LEISURE

A 19-22	<b>Art</b> – Drawing and Painting for Beginners (Term 1)	19.00-21.00	10	€85
A 19-23	<b>Art</b> – The Fundamentals of Drawing for Beginners	18.00-19.00	10	€65
A 19-24	<b>Musical Theatre (burlesque Style)</b> – A mix of Jazz, Modern and Cabaret dance styles	18.00-19.00	10	€65
A 19-25	<b>Pilates</b> - For beginners. (Students must supply their own mats)	19.00-20.00	10	€65
A 19-26	<b>Pilates</b> – Continuation. (Students must supply their own mats)	20.00-21.00	10	€65
A 19-27	<b>Interior Design</b> – Beginners.	18.00-19.30	10	€85
A 19-28	<b>Interior Design</b> –Continuation.	19.30-21.00	10	€85
A 19-29	<b>Creative Writing</b> – Beginners -Guidance for writing and editing by a professional.	18.00-19.30	10	€85
A 19-30	<b>Creative Writing</b> – Continuation - Guidance for writing and editing by a professional.	19.30-21.00	10	€85
A 19-31	<b>Wine Appreciation</b> + extra charge of €50 for materials/wine on the first night.	19.30-21.00	8	€80
A 19-32	<b>NEW Meditation (for beginners)</b> Step by step guidance on how to meditate in order to help reduce stress and anxiety, while increasing happiness Levels.	19.30-20.30	10	€65

## TUESDAY EVENINGS

CODE	COURSE TITLE	TIME(PM)	WKS	FEE
<b>BUSINESS &amp; CAREER COURSES</b>				
A 19-33	<b>Public Speaking</b> – Communicate with Confidence.	18.00-19.30	10	€85
A 19-34	<b>Conflict management</b> – Resolving conflicts effectively for personal or business outcome.	19.30-21.00	10	€85
A 19- 35	<b>NEW Enterprise Skills Module QQI Lev 5 (Term 1)</b> (+Exam fee €50).	18.00-19.30	10	€95
<b>COMPUTER/MEDIA COURSES</b>				
A 19-36	<b>ECDL NEW SYLLABUS – European Computer Driving Licence (Part 1)</b> (+ECDL Exam fee € ).	17.30-19.30	10	€110
A 19-37	<b>Computer Applications for the workplace</b> - Word-processing & Spreadsheets. Microsoft Word and Excel.	19.30-21.00	10	€95
A 19-38	<b>NEW – Animation for beginners</b> - Learn how to bring your drawings to life with Adobe Animate CC (Flash).	18.00-19.30	10	€95
A 19-39	<b>NEW</b> – Digital Illustration – Learn to cultivate your creativity and design skills.	19.30-21.00	10	€95
<b>LANGUAGES</b>				
A 19-40	<b>English Language</b> – English Advanced Cambridge.	19.30-21.00	10	€80
A 19-41	<b>English Language</b> – English for work and business.	19.00-21.00	10	€110
A 19-42	<b>English Language</b> – Preparation for IELTS exam (B2-C1).	17.30-19.30	10	€110
A 19-43	<b>English for Beginners.</b>	18-00-19.00	10	€65
A 19-44	<b>Irish Beginners</b> - Non-natives welcome.	19.30-20.30	10	€65
A 19-45	<b>Irish Conversation</b> – an opportunity to use and improve your spoken Irish.	18.00-19.00	10	€65
A 19-46	<b>Preparation for LC Irish Oral Exam</b> – from good standard Ordinary Level to Higher level .	17.00-18.00	10	€65
A 19-47	<b>French for holidays.</b>	17.00-18.00	10	€65
A 19-48	<b>French</b> – Conversation – Good intermediate level required.	18.00-19.30	10	€80
A 19-49	<b>French</b> – Beginners/Improvers (Term 1).	19.30-21.00	10	€80
A 19-50	<b>NEW Italian</b> – Beginners.	18.00-19.30	10	€80
A 19-51	<b>NEW Italian</b> – Intermediate level.	19.30-21.00	10	€80
A 19-52	<b>NEW Preparation for LC Italian Oral Exam</b> – from good standard Ordinary Level to Higher level.	17.00-18.00	10	€65

## TUESDAY EVENINGS

CODE	COURSE TITLE	TIME(PM)	WKS	FEE
<b>LEAVING CERTIFICATE</b>				
A 19-46	<b>Preparation for LC Irish Oral Exam</b> – from good standard Ordinary Level to Higher level .	17.00-18.00	10	€65
A 19-52	<b>NEW Preparation for LC Italian Oral Exam</b> – from good standard Ordinary Level to Higher level.	17.00-18.00	10	€65
A 19-53	<b>NEW LC Classics (Term 1).</b>	16.00-17.00	10	€65
A 19-54	<b>NEW LC Music (Theory) Fee is for both Monday and Tuesday (Term 1).</b>	16.00-17.30	10	€110
<b>LIFESTYLE &amp; LEISURE</b>				
A 19-55	<b>Jewellery Making.</b> Have fun in designing & making your own necklaces, bracelets and earrings + extra fee of 25 Euros for material in class.	19.30-21.00	10	€85
A 19-56	<b>Bridge</b> – term 1 (beginners).	19.00-21.00	10	€100
A 19-57	<b>Drama and Acting</b> - an introduction.	19.30-21.00	10	€85
A 19-58	<b>Health and Alternative Nutrition</b> – A study of the effects of diet on health & fitness.	18.00-19.30	10	€85
A 19-33	<b>Public Speaking</b> – Communicate with confidence.	18.00-19.30	10	€85
A 19-59	<b>Yoga A1 – Beginners</b> (Yoga students must supply their own mats).	18.00-19.30	10	€85
A 19-60	<b>Yoga B1 – Continuation / Improvers</b> (Yoga students must supply their own mats).	19.30-21.00	10	€85
A 19-61	<b>Mindfulness and Wellbeing 1</b> - find calm and stability in your relationships with yourself & others.	18.00-19.00	10	€65
A 19-62	<b>Mindfulness and Wellbeing 2</b> - find calm and stability in your relationships with yourself & others.	19.00-20.00	10	€65
A 19-63	<b>Dublin History Talking and walking your city</b> – Includes walking tours of Dublin.	18.00-19.30	10	€85

## WEDNESDAY EVENINGS

CODE	COURSE TITLE	TIME(PM)	WKS	FEE
A 19-64	<b>NEW LC Religion (Term 1)</b>	15.00-16.30	10	€80

# CALENDAR 2019-2020

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September enrolments will take place on Monday 2nd and Tuesday 3rd and on Monday 9th and Tuesday 10th of September. (Also for LC courses on Wednesday the 11th 2-4pm)

## WEEK NO. DATE OF CLASSES

2 / 3 September

*(Autumn enrolments for 10-week short courses commence)*

9 / 10 September

*(Autumn enrolments for 10-week short courses continue)*

1 16 / 17 September *(Term 1 courses commence)*

2 23 / 24 September

3 30 / 31 September

4 07 / 08 October

5 14 / 15 October

6 21 / 22 October

*Mid-Term Break 28th / 29th October*

7 4 / 5 November

8 11 / 12 November

9 18 / 19 November

10 25 / 26 November *Final class for Autumn 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 for 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. **Please see with the Principal on enrolment night prior entering payments room.**

## 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 provides assistance free of charge regarding literacy classes on Monday from 7.30pm to 9pm & Tuesday from 5.30pm to 7.30pm.**

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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.*

# ENROLMENTS

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## ENROLMENT DATES:

Mon 2nd, Tues 3rd, September 2019

Mon 9th, Tues 10th, September 2019

(and also possibly Wed the 11th September 2019 2-4pm for LC Courses)

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**ENROLMENT TIMES:** 5.30-8.00pm

**ENROLMENT LOCATION:** Rathmines College,  
Town Hall Rathmines,  
Dublin 6

**CLASSES COMMENCE:** Mon 16th and Tues 17th September 2019

All enrolments are subject to the rules and regulations laid out by CDETБ.

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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. Also, teaching staff will 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

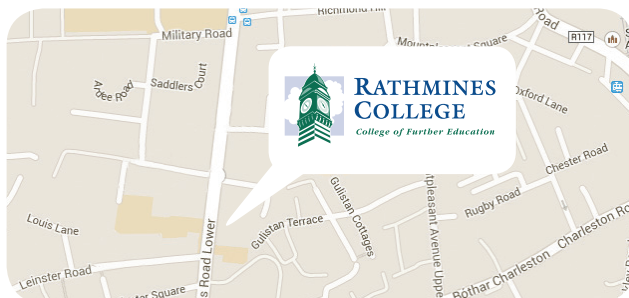
Psychology is offered by Rathmines College in partnership with University College Dublin, Adult Education Centre. UCD provide both the tuition and the syllabus.

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

# CDETБ