

Enrolment

You may **book online** on our website at www.ballsbridgecollege.com An email will be sent asking you to call in to the college to pay your fee on the first enrolment evening.

Enrolment is on Monday 3rd, Wednesday 5th, Monday 10th and Wednesday 12th September 2018 from 5.30 - 7.00 p.m. Cheque, credit card or debit card may be used to pay fees on those evenings.

Enrolment will also take place in the main office Monday to Friday from 3 to 4pm, starting on Monday 10th September. Payment at these times is by postal order or cheque only (no credit cards).

Postal bookings are accepted from June 4th. Just fill out the form in the brochure or on the web site and post it in to the college along with your cheque or postal order.

Fee Waivers: A small fund is available to help those who have difficulty attending a course due to the course fees. Applications for fee waivers must be made to the Principal, whose decision is final.

Fees are payable in advance and are not transferable to another student. Cheques should be made payable to City of Dublin ETB. Please write your name and address and current Banker's Card number on the back of the cheque.

Refund of Fees: No refund of fees can be made except where a course does not form.

Rules and Regulations: All enrolments are subject to the rules and regulations of CDETB, a copy of which is available from the Principal. A copy is also on display in the College foyer.

The College will be closed for Mid-Term during the week Monday, October 29th to Friday, November 2nd.

The College takes no responsibility for any errors or omissions in this brochure.

How to get here: Ballsbridge College is at the top of Shelbourne Road, beside the Post Office. All city centre buses that pass through Ballsbridge pass right beside the College. The cross-city number 18 bus also passes the College. Lansdowne Road Dart station is just five minutes' walk away.

Parking: The road running through Herbert Park, which is a couple of minutes on foot from the College, has free parking from 6.30pm onwards. Before this time there is pay-and-display parking. At time of going to press, some of the road has free parking from 2pm.

There is pay-and-display parking on Shelbourne Road up to 7.00pm on the OPPOSITE side of the road to the College. The College side is a clearway from 4.00pm to 7.00pm.

Always check on-street signage when parking, as it may be changed without notice.

The College can be contacted as follows:
Ballsbridge College of Further Education

Tel: 01 6684806
Web: ballsbridgecollege.com
E-mail: info@ballsbridge.cdetsb.ie

Adult Education Programme September 2018

Code	Course	Day	Time	Fee	Wks	Start Date
Arts And Crafts						
01	Introduction to Acrylic Painting	Mon	6.00 - 9.00	€150	10	17/09
02	Drawing Beginners	Mon	6.00 - 9.00	€150	10	17/09
03	Creative Book Making Workshop	Mon	6.00 - 7.30	€120	10	17/09
04	Drawing & Painting	Tues	6.00 - 9.00	€150	10	18/09
05	Animate: Animation Skills	Wed	7.45 - 9.15	€80	10	19/09
06	Continuation Drawing	Wed	6.00 - 9.00	€150	10	19/09
Business						
20	A Practical Guide to Starting an Irish Company	Tues	6.30 - 8.00	€90	8	18/09
Computers						
21	Practical Computing for the Older Adult	Mon	6.00 - 7.30	€90	10	17/09
22	Digital Photography Beginners	Tues	6.00 - 7.30	€90	10	18/09
23	Photoshop CS4	Tues	7.45 - 9.15	€90	10	18/09
24	How to Use Your Apple Laptop	Tues	6.00 - 8.00	€120	10	18/09
25	Digital Photography Advanced	Wed	6.00 - 7.30	€90	10	19/09
26	Further Skills With Computers	Wed	6.00 - 8.00	€120	10	19/09
Hobbies						
40	Yoga	Mon	6.00 - 7.30	€80	10	17/09
41	Yoga	Mon	7.45 - 9.15	€80	10	17/09
42	Interior Design	Mon	6.00 - 9.00	€150	10	17/09
43	Supervised Bridge Game	Mon	6.00 - 8.30	€120	10	17/09
44	Strength & Conditioning HITT	Tues	6.00 - 7.00	€60	10	18/09
45	Strength & Conditioning HITT	Tues	7.00 - 8.00	€60	10	18/09
46	Creative Writing	Tues	7.00 - 9.00	€100	10	18/09
47	Interior Design	Tue	6.00 - 9.00	€150	10	18/09
48	Bridge - Continuation Beginners	Wed	5.30 - 7.15	€80	10	19/09
49	Bridge - Beginners	Wed	7.15 - 9.00	€80	10	19/09
50	Yoga	Wed	6.00 - 7.30	€80	10	19/09
51	Interior Design Continuation	Wed	6.00 - 9.00	€150	10	19/09

Code	Course	Day	Time	Fee	Wks	Start Date
52	Guitar for Beginners	Wed	6.00 - 7.30	€80	10	19/09
53	Continuation Guitar	Wed	7.45 - 9.15	€80	10	19/09
54	Pilates Beginners	Wed	4.30 - 5.30	€60	10	19/09
55	Pilates Beginners	Wed	5.30 - 6.30	€60	10	19/09
56	Pilates Beginners	Wed	6.30 - 7.30	€60	10	19/09
57	Pilates Beginners	Wed	7.30 - 8.30	€60	10	19/09
58	Sewing for Beginners	Wed	6.00 - 8.00	€120	10	19/09
Personal Development & Lifestyle						
65	Mindfulness	Mon	7.00 - 8.30	€90	8	17/09
66	Nutrition	Wed	7.00 - 9.00	€90	10	19/09
Society						
71	Social Enterprise Development	Tue	6.30 - 8.30	€120	10	18/09
Languages						
80	Spanish - Beginners	Mon	6.00 - 7.30	€80	10	17/09
81	Spanish - Continuation Beginners	Mon	7.45 - 9.15	€80	10	17/09
82	Preparation for IELTS	Mon+Wed	6.00 - 8.30	€260	10	17/09
83	Italian Advanced	Mon	6.00 - 7.30	€80	10	17/09
84	Italian Intermediate	Mon	7.45 - 9.15	€80	10	17/09
85	French Beginners	Mon	6.00 - 7.30	€80	10	17/09
86	French Intermediate (DELF B1)	Mon	7.45 - 9.15	€80	10	17/09
87	Russian Beginners	Tue	6.00 - 7.30	€80	10	18/09
88	Russian Continuation Beginners	Tue	7.45 - 9.15	€80	10	18/09
89	French Basic User (DELF A2)	Tue	6.00 - 7.30	€80	10	18/09
90	French for Holidays	Tue	7.45 - 9.15	€80	10	18/09
91	English as a Foreign Language: Intermediate	Tue	6.00 - 9.00	€130	10	18/09
92	English as a Foreign Language: Beginners	Wed	6.00 - 8.00	€100	10	19/09
93	Spanish - Beginners	Wed	6.00 - 7.30	€80	10	19/09
94	Spanish - Intermediate	Wed	7.45 - 9.15	€80	10	19/09
95	Italian - Upper Intermediate	Wed	6.00 - 7.30	€80	10	19/09
96	Italian - Beginners	Wed	7.45 - 9.15	€80	10	19/09
97	English as a Foreign Language: Advanced	Wed	6.00 - 9.00	€130	10	19/09

POSTAL BOOKING FORM

Date Received: _____ Fee Enclosed: _____

- Cheque
 Bank Draft
 Money Order

Surname: _____

First Name: _____

Address: _____

For Office use only

Receipt No. _____ Sheet No. _____ Date: _____

Male Female

Phone _____ Mobile: _____

Work: _____ Home: _____

E-mail: _____

Course No: _____ Course Title: _____

Course night: Mon Tue Wed

I agree to be bound by the rules and regulations of the CDETB

Signature: _____ Date: _____

No refund of fees can be made except where a course does not form.



Ballsbridge College of Further Education

Coláiste Breisoideachais Droichead na Dothra

Adult Education Programme September 2018

Arts & Crafts
Business
Computer Courses
Hobby Courses
Personal Development
Languages
Lifestyle
Society

City of Dublin Education & Training Board

Arts And Crafts

NEW Animate – The Course to Set in Motion the Animation Skills You Always Wanted to Learn

How do animators breathe life onto a blank canvas? By understanding and using the 12 principles of animation. This course will equip you to understand and illustrate these principles when creating your animations. Taught using Adobe Flash. Any further queries to keanetrainer@gmail.com

Creative Book Making Workshop This course will cover basic book binding techniques and an exploration of contemporary book making styles suitable for anyone interested in making books. In the classes we will explore the creative application of traditional and non-traditional materials to the book format, as well as sculptural aspects of artist books. Also covered: folded books and miniature books. See <http://sandisexton.com/> for an idea of what you could produce. *Please note that there will be a small additional charge for materials which will be supplied by the tutor.*

Acrylic Painting Painting is one of the most rewarding ways to express yourself artistically, and this course will explore the medium of acrylic paint, a medium which is both flexible and durable. This class is suited to both beginners and for people with some experience in painting. During the course we will work on different skills, methods and techniques, such as perspective, colour mixing and paint application. Our subject matter will include landscape, still life and portrait, and we will look at other famous artists' work for inspiration and exciting ideas. Students of this class will benefit and grow from getting individual support and tuition and they will be encouraged to develop their own personal style. See <http://www.jennyclary.com>

Drawing for Beginners This course involves learning how to realistically draw what you see by accessing the creative part of your brain. Proven drawing techniques and skills will enable you to accurately draw from observation, from photos/artwork and from your own memory and imagination. The tutor will work closely with students, providing continual constructive feedback on each individual's work. Subjects will

include the human face, body, nature, still life, animals, basic perspective and much more. B, 2B and 4B pencils, an A3 sketchpad, a good soft eraser and a pencil sharpener that holds shavings will be the materials required. See <http://www.nicolasedgwick.com/>

Continuation Drawing This course is for students who have completed our Beginners Drawing course and/or Drawing & Painting course. You will refresh techniques and learn many more, further developing artistic skills that will ultimately help you to draw with greater ease, confidence and finesse. Subjects covered: Overview of the essential methods; new methods and techniques, including textures, tones and effects; the world of nature from scenes to close-ups; further exploration of the human body; children; face angles and expressions; more on perspective; a look at cartoons and caricature; working with pen and ink; and much more! See <http://www.nicolasedgwick.com/> A list of materials will be given out at enrolment.

Drawing and Painting This is a busy course! It is accepted that accurate drawings are the basis for good realistic paintings, so along with learning the fundamentals of acrylics, pastels and watercolours, proven drawing techniques will also be taught. Over the weeks students will draw and paint various subjects from observation, as well as from photos/artwork. The tutor will work closely with students, providing continual constructive feedback on each individual's work. One or two additional media may also be introduced during the course. Time will also be given for students to explore their preferred media and subject matter. A list of required materials will be given out at enrolment. See <http://www.nicolasedgwick.com/>

Materials must be supplied by the student. The tutor will advise students on the most suitable materials during the first class. General information on materials can be given at enrolment.

Business

NEW A practical Legal Guide to Setting Up an Irish Company Thinking of setting up a company in Ireland or already have a company and would like to learn the practical legal aspects of setting up a company or complying with company law requirements? This course offers practical know how for:

Equipping you with the tools necessary to set up and register a company in Ireland

Understanding and complying with ongoing company legal requirements

Assisting you to prepare company documentation and complete company registration forms to comply with company legislation in Ireland

Computers

There is a wide range of Computer Courses to suit everyone, from the absolute beginner to those who have more experience and wish to deepen their knowledge in certain areas.

Further Skills with Computers This course is suitable for adults who are familiar with the basic operation of a computer or who have recently completed a beginners course. Improving your computer skills can help you to get on in work, keep in touch with family and friends, access a range of online resources (banking, shopping, social media) or to help you with further learning.

Practical Computing for the Older Adult This is a basic introductory course covering the following: e-mail & internet, Facebook & other social networking sites, music files & MP3 players, digital cameras, mobile phones, Skype & other free internet phone call methods, on-line banking, booking flights.

How to Use Your Apple Laptop This course is designed to give users of an Apple laptop an introduction to all aspects of the computer, using the Internet, and the bundled applications which come with their computer. Please be aware that some basic knowledge of computers is required and that an iPad is not suitable. *Note: You must bring your own laptop computer with you the classes.*

Digital Photography Beginners. This course is designed for students who are new to Digital Photography. Over the term, the following areas are covered - understanding the camera's main functions, such as setting resolution; ISO and White Balance for optimum image quality; camera memory and camera software. In addition, students will learn how to upload images from the camera to the computer, learn how to delete files and to format memory cards. Other shooting modes and camera controls are also covered. Students will be set printing exercises, learn how to attach images to emails, back up images to CD/DVDs or external hard drives. Throughout the term a class pertaining to image composition will also be covered. A hands-on approach, working closely with the tutor, ensures that students have the opportunity to learn far more than if they were working alone with a manual. Students should bring their own camera to the class. *Suitable Cameras - Digital Compact Cameras are ideal for this course. It is essential that students have a good working knowledge of computers.*

Digital Photography Advanced This course is designed to address the technical capabilities and nuances of Digital SLR cameras and students will learn how to master shooting using the Manual settings. In the first half of term areas covered include - refreshing on Resolution, Image Quality, ISO, White Balance and shooting in RAW. Aperture, shutter speeds and depth of field are also covered in detail. Additionally, the course will cover camera flash and deals with different camera lenses and aperture ranges. The second half of the term will focus on postproduction of images using Photoshop/Picasa/GIMP. Areas covered include - image enhancement, printing and presenting images. During the term a class pertaining to image composition will also be covered. Students should bring their own camera to the class. *Suitable Cameras - Digital SLR cameras are ideal for this course or semi/bridge SLRs which have a manual shooting capability. It is essential that students have a good working knowledge of computers.*

Photoshop CS4

Over the ten-weeks the following areas will be addressed - Photoshop menus and toolbox, image size, file formats and saving file changes, conversion to black and white, using Photoshop filters, sharpening images and working with layers. The brush tools, cloning, dodging and

burning tools will also be a focus during the course. Image adjustments, colour casts correction and red eye removal will also be covered. Other postproduction methods such as cropping, resizing images, adding borders and frames will be addressed. The course will additionally cover the selection tools, layer masks and using the text tool.

Students who have older versions of Photoshop or Photoshop Elements can also undertake this course.

All computer students are bound to the CDETB computer and network users' policy which is available at registration.

Hobby Courses

Interior Design Do you have a flair for design and would enjoy seeing an idea in your head forming into reality? Working on this course allows you to avoid expensive mistakes by analysing room schemes, clever lighting and experimenting with colour combinations and much, much more. Through a series of enjoyable practical projects, you will build up an understanding of the process of designs and where to purchase relevant materials. These projects will incur a small extra charge. This popular course has featured in the Sunday Times and offers some optional Saturday trips. No prior experience necessary.

"Great course, I really enjoyed it. Lovely atmosphere and the practical aspect was very stimulating and the theory very interesting"

NEW Interior Design Continuation Through popular demand, this is a progression for any past students who have already completed our established Interior Design course. It is a further 10 weeks of challenging, informative and friendly classes where you'll continue to develop awareness and learn the steps towards creating your own successful homes. As well as theory, most evenings involve enjoyable practical project work that involves a small extra charge for materials. You'll continue to be encouraged to maximise your home's potential. This knowledge will add to what you have already gained in the first term.

"Gwen is the Jamie Oliver of Interior Design, she makes it accessible and relieves you of the belief that you need to be wealthy to change your home. The course

is full of tips and you are encouraged to develop your own style. I cannot rate it highly enough."

The **Creative Writing** course explores creativity along with structuring and editing work. The focus will be on the essential ingredients of dramatic narrative: conflict, character, contrast, movement and theme. Short stories, novels, poetry, plays and film will be dealt with, as will comedy and children's writing. People will be encouraged to develop strong individual writing styles and to produce at least one completed work. You may opt to submit assessment work in order to achieve the QQI Level 5 **Creative Writing** 5N0690 Minor Award.

Guitar for Beginners is a practical, hands-on course for complete beginners to the instrument. Learners will work in a small group with our qualified, experienced tutor. You must bring your own guitar to the class, which may be either nylon or steel stringed. This term, due to the success of the Beginners course, we are offering **Continuation Guitar for Beginners**, intended for those who have done the beginners course or have a little experience in learning the guitar.

Bridge for Beginners is this term joined by **Bridge Continuation Beginners**. Our tutor from the Bridge Association explains the rules of the game, as well as game strategies. The social aspect of Bridge is stressed. See <http://cbai.ie/>

Supervised Bridge Game This term we are offering the chance to play a bridge game under the guidance of a teacher who can be called on if needed. Suitable for those who are no longer beginners but don't feel confident enough to join a bridge club yet. See <http://cbai.ie/>

Yoga has proved to be so popular that, even with extra classes, it is still one of the first courses to book out. Hatha yoga combines physical exercises and relaxation. The practice of yoga leads to greater flexibility and calmness, as well as promoting overall health and well-being. Students are asked to bring their own mat. See <http://www.helenkeaneyoga.com/pages/index.htm>

Strength and Conditioning Class - HIIT (High Intensity-Interval Training) A full body workout to target multiple muscle groups to tone muscles, improve cardiovascular fitness and build endurance.

HIIT is a workout that alternates between intense bursts of activity and fixed periods of less intense activity and rest. Each exercise is 30 seconds followed by 10 seconds of active rest. This increases in time as fitness levels improve. Improve your cardio fitness and your strength in this fun exercise class for men and women, no equipment needed just bring water and a yoga mat. Beginners Class - suitable for all fitness levels.

Pilates Beginners If you are new to the world of Pilates or you haven't done it for a while, this class is meant for you. Pilates is a workout focusing on your core strength as well as for conditioning your full body, improving your flexibility and raising your mind & body awareness. Want lean abdominals and strong body without having to lift weights and staying in the gym for hours and hours, this is the class to join. See <http://erleliivak.com/> for more.

Pilates Improvers If you have already taken part of many Pilates courses before and you want to join again, this is the class to come to. Flowing from one exercise to another, this class is on a higher level and will make you feel like a superior afterwards. Join me and not only feel, but also see your body changing day by day! See <http://erleliivak.com/> for more.

NEW Sewing for Beginners Begin by making some simple and useful sewing projects, for example: a cushion cover, a shopping/tote bag, a zipper pouch, or one of your own choice. Be introduced to the possibilities of the sewing machine, paper patterns and fabrics and finally, make an a-line skirt from your own pattern.

Lifestyle

Nutrition This course will help participants with a personal self-assessment through body and facial diagnosis. It will give an understanding of how old diet habits have affected present health and fitness. An Irish eating plan, using produce grown locally or in a similar climate will be emphasised. The body's meridians of energy and their healing foods will be discussed.

Personal Development

Mindfulness Over the course of this 8-week programme we will explore techniques to manage stress, develop relaxation and learn to meditate. The stress techniques are practical and can be incorporated easily into your daily life. This programme is suitable for everyone who would welcome the opportunity to slow down and reflect on how they could enhance their lives in a very positive way. Bringing awareness to everything is the core principle of this programme.

Society

NEW Social Enterprise Development Frustrated with a social problem that needs to be addressed? Homelessness? The Environment? Mental Health? Education? Want to make a difference and be part of the solution? This course is for you. You will develop your own social enterprise plan to help tackle the issues that matter. The course will also be useful to anyone interested in starting a social enterprise, those who are looking to start funding a social enterprise and for existing charities who are looking to diversify their funding models. See more at www.socialenterprise.ie

Languages

The **English as a Foreign Language** courses use a communicative approach where students practice the four key skills: reading, writing, listening and speaking. Grammar will also be taught. Materials are supplied except for a textbook. Class size is limited and groups are taught at **Beginners, Intermediate** and **Advanced** levels. Students will be asked to complete a placement test at enrolment so that they can be placed in the most suitable group.

Preparation for IELTS: Intensive. The International English Language Testing System examination is a requirement for non-native speakers of English who wish to use their professional qualifications in an English-speaking country, and also to study at degree, masters or doctorate level. Preparation is offered for all parts of the examination, which takes place in University College Dublin (UCD), among other venues. This course offers students the chance to prepare for the IELTS examination in a concentrated way – 6 hours of class per week over two evenings. See http://www.ielts.org/test_takers_information.aspx for more information.

Beginners Spanish, Beginners Italian, Beginners French are for those wishing to learn the basics of the languages so they can communicate when they meet native speakers, both here in Dublin, or on holidays/business. Emphasis will be on the spoken language as it is used in real-life situations. Students will develop their knowledge of the language through exploring aspects of the cultures involved. This term we are offering **Beginners** and **Continuation Beginners Russian**.

This term we are also offering **Italian, Spanish** and **French Continuation Beginners** and **Intermediate**, designed for students who have already gained some knowledge of the language, and **Italian Upper-Intermediate**, designed for students who have already built a good control of basic vocabulary and grammar and have developed basic conversation skills. We are now also offering **Italian Advanced** for students who wish to further perfect their language skills. The **French Intermediate** group have the opportunity to take the **DELF B1** examination, while the **Basic** group may take the **DELF A2**. These tests are administered by the **Alliance Française Dublin** and are internationally recognised. See <http://alliance-francaise.ie/exams/delf/> for more information.