

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 Wednesday 9th, Monday 14th and Wednesday 16th January 2019 from 5.30 - 7.00 p.m. Cash, 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 14th January.

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, February 18th to Friday, February 22nd.

The College will also be closed on Monday, March 18th for the St Patrick's Day bank holiday.

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 January 2019

Code	Course	Day	Time	Fee	Wks	Start Date
Arts And Crafts						
001	Introduction to Acrylic Painting	Mon	6.00 - 9.00	€150	10	21/01
002	Drawing Beginners	Mon	6.00 - 9.00	€150	10	21/01
003	Creative Book Making Workshop	Mon	6.00 - 7.30	€120	10	21/01
004	Drawing & Painting	Tues	6.00 - 9.00	€150	10	22/01
005	Digital Illustration - NEW	Wed	7.45 - 9.15	€80	10	23/01
Computers						
021	Practical Computing for the Older Adult	Mon	6.00 - 7.30	€90	10	21/01
022	Digital Photography Beginners	Tues	6.00 - 7.30	€90	10	22/01
023	Digital Photography Advanced	Tues	6.00 - 7.30	€90	10	22/01
024	How to Sell and Deliver Automated Online Courses - NEW	Tues	6.30 - 8.00	€90	10	22/01
025	Further Skills With Computers	Wed	6.00 - 8.00	€120	10	23/01
Hobbies						
040	Yoga	Mon	6.00 - 7.30	€80	10	21/01
041	Yoga	Mon	7.45 - 9.15	€80	10	21/01
042	Interior Design	Mon	6.00 - 9.00	€150	10	21/01
043	Supervised Bridge Game	Tues	5.30 - 8.00	€120	10	22/01
044	Strength & Conditioning HITT	Tues	6.00 - 7.00	€60	10	22/01
045	Strength & Conditioning HITT	Tues	7.00 - 8.00	€60	10	22/01
046	Creative Writing	Tues	7.00 - 9.00	€100	10	22/01
047	Interior Design	Tues	6.00 - 9.00	€150	10	22/01
048	Bridge - Beginners	Wed	5.30 - 7.15	€80	10	23/01
049	Bridge - Continuation Beginners	Wed	7.15 - 9.00	€80	10	23/01
050	Yoga	Wed	6.00 - 7.30	€80	10	23/01
051	Interior Design	Wed	6.00 - 9.00	€150	10	23/01
052	Introduction to Filmmaking	Wed	7.00 - 9.00	€100	10	23/01
053	Guitar for Beginners	Wed	6.00 - 7.30	€80	10	23/01
054	Continuation Guitar	Wed	7.45 - 9.15	€80	10	23/01
055	Pilates Beginners	Wed	4.30 - 5.30	€60	10	23/01
056	Pilates Beginners	Wed	5.30 - 6.30	€60	10	23/01

Code	Course	Day	Time	Fee	Wks	Start Date
057	Pilates Beginners	Wed	6.30 - 7.30	€60	10	23/01
058	Pilates Improvers	Wed	7.30 - 8.30	€60	10	23/01
Personal Development & Lifestyle						
065	Mindfulness	Mon	7.00 - 8.30	€90	8	21/01
066	Mindful Parenting - NEW	Tues	7.00 - 8.30	€90	8	22/01
067	Nutrition	Wed	7.00 - 9.00	€90	10	23/01
Languages						
080	Spanish - Beginners	Mon	6.00 - 7.30	€80	10	21/01
081	Spanish - Continuation Beginners	Mon	7.45 - 9.15	€80	10	21/01
082	Preparation for IELTS	Mon+Wed	6.00 - 8.30	€260	10	21/01
083	Italian Advanced	Mon	6.00 - 7.30	€80	10	21/01
084	Italian Intermediate	Mon	7.45 - 9.15	€80	10	21/01
085	French Beginners	Mon	6.00 - 7.30	€80	10	21/01
086	French Intermediate (DELF B1)	Mon	7.45 - 9.15	€80	10	21/01
087	Russian Beginners	Tues	6.00 - 7.30	€80	10	22/01
088	Russian Continuation Beginners	Tues	7.45 - 9.15	€80	10	22/01
089	French Basic User (DELF A2)	Tues	6.00 - 7.30	€80	10	22/01
090	French for Holidays	Tues	7.45 - 9.15	€80	10	22/01
091	English as a Foreign Language: Intermediate	Tues	6.00 - 9.00	€130	10	22/01
092	Spanish - Beginners	Wed	6.00 - 7.30	€80	10	23/01
093	Spanish - Intermediate	Wed	7.45 - 9.15	€80	10	23/01
094	Italian - Upper Intermediate	Wed	6.00 - 7.30	€80	10	23/01
095	Italian - Continuation Beginners	Wed	7.45 - 9.15	€80	10	23/01
096	English as a Foreign Language: Advanced	Wed	6.00 - 9.00	€130	10	23/01

Ballsbridge College of FE Day-Time Full-Time courses QQI Level 5 & 6 programmes

OPEN DAY
Wednesday 23rd January 2019
11.00 AM - 3.00 PM
All welcome

Business
Criminology
Psychology
English - EFL
Multimedia
Marketing
Social Studies
Event Management
Property

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Ballsbridge College of Further Education
Coláiste Breisoideachais Droichead na Dothra

Adult Education Programme January 2019

Arts & Crafts
Computer Courses
Hobby Courses
Personal Development
Languages
International Development
Lifestyle

City of Dublin Education & Training Board

Arts And Crafts

NEW Digital Illustration to Cultivate your Creativity and Design Skills This course starts off with exercises in visual creativity – a necessity for any design work. You will also learn design techniques to help you communicate your ideas visually. Each week you'll get the opportunity to learn creative exercises and get the chance to practice them. In addition to this, you will discover the principles of design to further help you to express your visual ideas. You will learn Adobe Illustrator to help you digitally sketch your ideas using the tools that suit your project best. You will also be shown how to prepare your files for either digital or print media. <http://www.helenkeaneart.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 you 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 you will work on different skills, methods and techniques, such as perspective, colour mixing and paint application. Your subject matter will include landscape, still life and portraiture, and you 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.jennyclarey.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/>

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.

Computer/ Business Courses

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.

NEW How to Sell and Deliver Automated Online Courses This hands-on 10 week course will rapidly step you through employing the complete set of tools and skills needed to plan and create a fully-automated online course that you can sell and deliver at scale.

As a participant, you'll be given free access to the leading tools favoured by top online course creators, and will be brought step by step through the entire workflow of planning, publishing and promoting your online course. You'll learn how to: plan and develop engaging online lessons, create a membership site, accept payments, record video lessons, provide support, design high-converting sales pages and promote your course online.

This course is designed for training providers and subject matter experts wishing to start a new online business or ramp up their existing businesses online, Basic IT skills are expected but no previous website management or e-learning experience required.

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.

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.

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.

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

Hobby Courses

Interior Design For the same price as calling out an Interior Designer, you can attend our popular course which has featured in the Sunday Times and continues to inform and encourage new students each term. It gives many inspiring ideas and tips to make the most of your home and avoid expensive mistakes. Topics cover clever lighting, room transformations, using colours effectively and much, much more. As well as theory, most classes involve enjoyable practical project work that involves a small extra charge for materials on the night. This will appeal to anyone who enjoys the benefits of a beautiful home.

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

Interior Design Continuation By 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 a challenging, informative and friendly class where you'll continue to develop awareness and learn the steps towards creating your own successful homes. Through a series of enjoyable practical projects, you will build up an understanding of the process of design and where to purchase relevant materials. These projects will incur a small extra charge. You'll continue to be encouraged to maximise your home's potential. This knowledge will add to what you have already learned in the first term.

"Delighted that I did the Continuation course, it was really worth it. I really loved the practical classes"

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.

Introduction to Filmmaking This course will cover principle filmmaking techniques from script/idea to shoot, covering storyboards, shot lists, camera techniques, such as framing, composition, interview, exteriors and interiors, basic lighting techniques, and basic sound recording. Various types of movie making will be covered including how features are made, what crew members do on a shoot, elements and basic rules to making a news item, documentary or short film will also be covered.

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**, 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/> *Bridge A game for life.*

Supervised Bridge Game This course offers 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/> *Bridge. A game for life*

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. Participants should bring their own mat.

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 great afterwards. Join us and not only feel, but also see your body changing day by day! See <http://erleliivak.com/> for more. Participants should bring their own mat.

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 This course is a highly experiential 8 week Introduction to Mindfulness Meditation and the main components are participation and commitment. You wouldn't expect to learn to play an instrument or a sport merely by reading a book on the subject, likewise learning to develop a meditation practice is no different than any other skill that involves both mind and body – practice is the key. Working as part of a group helps to encourage participation, intention and a collective energy which can have a profound impact on motivation, support and inspiration.

This 8 week programme involves a blended approach that includes experiential exercises, formal meditation practices, mindfulness tips and techniques, and the realistic application of mindfulness in everyday life.

Mindful Parenting NEW This 8-week Mindful Parenting course was created to help bring a sense of calmness to parents who lead stressful and busy lives. It is a recent adaptation of the Mindfulness-Based Stress Reduction (MBSR) programme. The course was developed at the Centre for Mindfulness Research and Practice, School of Psychology, Bangor University, Wales. The course includes mindful practices and theory and aims to help parents understand the impact of the parent-child relationship on the development of the child. There is a strong emphasis on parental self-care, and the meditation practices taught are short to reflect the busy nature of parenting.

Through the practice of mindful parenting, parents can develop the capacity to be less reactive and more responsive in communications with their children. This course will give parents coping mechanisms for when they find themselves in stressful situations. The programme itself is based on knowledge of the best of parenting research in addition to newer psychological research on the science of compassion, attachment, and cognitive schemas.

Development Studies

Latin American Development Issues This is a lively and participative course open to people with any kind of interest in Latin America. The course gives participants insight into the causes and consequences of lack of development in Latin America. Participants will acquire a general understanding of Latin American social, political, historical and economic developments as well as more detailed information about topics of contemporary significance, such as trade, labour issues, indigenous issues and popular resistance. Participants will become familiar with the issues, how people in Latin America have responded to them, how these problems relate to Ireland and the rest of the world and how people here can take action on these matters.

Students may submit assessment work during the course in order to achieve the QQI Level 5 Minor Award "Global Development Issues." 5N4127

Latin-American Development Studies, presented in conjunction with **LASC**, the **Latin American Solidarity Centre**. For more information go to www.lasc.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 **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 – 5 hours of class per week over two evenings. See http://www.ielts.org/test_takers_information.aspx for more information.

Beginners Spanish, Beginners Russian, 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 **Continuation Russian**.

This term we are also offering **Italian, Spanish Continuation Beginners** and **Spanish Intermediate**, designed for students who have already gained some knowledge of the language, and **Italian Upper-Intermediate**, designed for students who already have 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 Basic** group and the **French for Holidays** group have the opportunity to take the **DEL F A2** examination, while the **French Intermediate** group will prepare for the B1. These tests are administered by the **Alliance Française Dublin** and are internationally recognised. See <http://alliance-francaise.ie/exams/delf/> for more information.