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RACC

Richmond Adult Community College

**ENRICH
YOUR LIFE**

100s of new courses added including:

MONEY MAKING IDEAS FROM HOME

**JANUARY
to JULY 2012**

Courses for:

Enterprise, Work & Leisure

Full-time | Part-time day & evening | Saturdays | 1 Day | Tasters

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WELCOME TO RACC'S JANUARY TO JULY 2012 PROGRAMME OF COURSES

We have over 900 courses on offer from leisure courses to enjoy in your spare time, to short business courses to help you learn new skills essential for the work place as well as enterprising courses to help make you money from home.

RACC is dedicated to helping adults improve their existing personal or professional skills and developing new ones through a comprehensive range of full and part-time, general and vocational courses.

RACC has Beacon Status and Centres of Vocational Excellence in Business and IT and Digital Media and Design. The College was graded 'Outstanding' in its last OFSTED report (June 2010) and was praised for its:

'Outstanding value for money'

'Excellent Learner achievements'

'High standards of Learners' work'



ABOUT THIS GUIDE

This guide complements our annual course guide published each summer and focuses on the qualifications and leisure courses you can study at RACC from January to July 2012.

For a full list of courses and course outlines visit our website at www.racc.ac.uk, where you are certain to find a course to suit your needs and fulfil your personal goals.

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COURSE INFORMATION

Courses marked with * - bursary may apply. Visit www.racc.ac.uk/course-fees for details of who is eligible for fee remission on courses.

Courses marked with (i) - interview required. Students must attend an Information day or have a telephone interview before enrolment as they will need staff approval to enrol visit www.racc.ac.uk/infodays for dates and times.

Concessionary fees - online enrolment is available for some courses, but if you think you are entitled to pay the concessionary rate you will need to enrol in person, bringing along proof of your eligibility - see page 60 for details.

For Non-EU prices please see course outlines online at www.racc.ac.uk

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TERM DATES:

Spring Term: 9 January - 31 March 2012
Half term: 13 February - 18 February 2012

Summer Term: 16 April - 14 July 2012
Half term: 4 June - 9 June 2012

Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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MONEY MAKING IDEAS FROM HOME

Business Startup

*B00030-111204 (RBS) 21/1/12 28/1/12 2 Sat 09:30 15:00 £135 £15

*B00030-111205 (RBS) 13/1/12 10/2/12 5 Fri 10:00 14:30 £255 £15

Running a Business from Home

*B00362-111202 (RBS) 17/1/12 13/3/12 8 Tue 12:30 15:30 £147 £27

*B00362-111203 (RBS) 17/1/12 13/3/12 8 Tue 18:30 21:30 £147 £27

Business Start up for Creatives

*B00268-111202 (RBS) 24/2/12 2/3/12 2 Fri 09:30 15:00 £135 £15

*B00268-111203 (RBS) 15/6/12 22/6/12 2 Fri 09:30 15:00 £135 £15

Introduction to PR Marketing & Advertising

*B00028-111203 (RBS) 28/2/12 27/3/12 5 Tue 18:30 21:00 £80 £15

*B00028-111204 (RBS) 3/3/12 10/3/12 2 Sat 09:30 15:00 £65 £15

eBay Introduction

*B00035-111204 (RBS) 10/1/12 7/2/12 5 Tue 18:30 21:00 £90 £15

*B00035-111205 (RBS) 21/1/12 28/1/12 2 Sat 09:30 15:00 £75 £15

Using Online Social Media for Business

*B00287-111204 (RBS) 29/2/12 28/3/12 5 Wed 19:00 21:00 £75 £15

*B00287-111205 (RBS) 24/3/12 31/3/12 2 Sat 09:30 15:00 £75 £15

How to Sell on eBay

B00261-111203 (RBS) 23/3/12 23/3/12 1 Fri 09:30 15:00 £30 £30

*B00261-111204 (RBS) 24/3/12 31/3/12 1 Sat 09:30 15:00 £75 £15

Develop a Website for the Business

*B00340-111204 (RBS) 10/1/12 20/3/12 10 Tue 09:30 12:30 £177 £27

*B00340-111203 (RBS) 5/5/12 7/7/12 10 Sat 09:30 12:30 £177 £27

Search Engine Optimisation & Internet Marketing

*B00016-111203 (RBS) 10/1/12 7/2/12 5 Tue 19:00 21:00 £75 £15

*B00016-111204 (RBS) 24/3/12 31/3/12 2 Sat 09:30 15:00 £100 £100

E-Commerce Basics - Creating Your Own Online Store

*B00346-111203 (RBS) 11/1/12 8/2/12 5 Wed 19:00 21:00 £75 £15

*B00346-111204 (RBS) 24/3/12 31/3/12 2 Sat 09:30 15:00 £100 £15

Web Design Basics

*B00198-111201 (RBS) 9/1/12 19/3/12 10 Mon 19:00 21:00 £135 £15

Bookbinding and Book Conversation

*C00125-111202 (CL) 22/2/12 11/7/12 18 Wed 09:30 12:30 £357 £33

Introduction to Mosaics

*C00586-111201 (CL) 20/4/12 25/5/12 6 Fri 10:00 13:00 £138 £30

Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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Clothesmaking: Making Refitting & Restyling Clothes - All Levels

*C00173-111202 (PK) 16/1/12 26/3/12 10 Mon 19:00 21:30 £175 £25

Floristry for All

*C00427-111201 (CL) 10/1/12 20/3/12 10 Tue 10:00 13:00 £225 £45

NOCN Level 2 Award Garden Design

*C00574-111201 (CL) 25/1/12 11/7/12 21 Wed 09:30 12:30 £380 £40

Studio Glass Advanced Workshop (tutored)

*C00102-111202 (CL) 23/2/12 12/7/12 18 Thu 18:30 21:30 £371 £47

Jewellery - Advanced Workshop

*C00097-111202 (CL) 16/1/12 26/3/12 10 Mon 09:30 12:30 £210 £30

Jewellery - Introduction to Beading

*C00309-111202 (CL) 16/1/12 26/3/12 10 Mon 13:30 16:30 £210 £30

Event Photography

*C00584-111201 (PK) 4/2/12 11/2/12 2 Sat 10:00 16:00 £90 £30

Restoration of Oil Paintings

*C00158-111202 (PK) 22/2/12 11/7/12 18 Wed 17:30 20:30 £357 £33

Restoration of Watercolours and Frames

*C00579-111201 (CL) 17/1/12 27/3/12 10 Tue 10:30 13:30 £205 £25

Picture Framing and Mounting

*C00467-111202 (CL) 16/1/12 12/3/12 8 Mon 13:30 16:00 £145 £25

Antique Furniture Restoration

*C00526-111203 (CL) 23/2/12 12/7/12 18 Thu 12:00 15:00 £357 £33

Printmaking to Cardmaking

*C00576-111201 (CL) 22/2/12 28/3/12 6 Wed 18:30 21:30 £128 £20

*Introduction to Reviewing for the Internet

*C00437-111202 (PK) 18/4/12 16/5/12 5 Wed 19:00 21:00 £75 £15

Write a Novel in a Month

*L00101-111202 (PK) 14/1/12 11/2/12 5 Sat 10:30 12:30 £75 £15

Writing Feelance Magazine Articles

*L00104-111202 (PK) 23/2/12 22/3/12 5 Thu 19:00 21:00 £75 £15

Baking as a Business

*S00261-111201 (CL) 19/1/12 29/3/12 10 Thu 16:30 18:30 £115 £15

Becoming a Personal Tutor

*L00228-111201 (CL) 2/3/12 30/3/12 5 Fri 13:30 15:30 £85 £35

Makeup and Face Painting Award

(i)*S00222-111201 (PK) 25/1/12 4/7/12 20 Wed 09:30 12:00 £275 £25

Nail Art and Makeup Award

(i)*S00225-111202 (PK) 31/1/12 10/7/12 20 Tue 09:30 12:00 £275 £25

Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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ACCOUNTING & FINANCE



Email: bit@racc.ac.uk
Tel: 020 8439 8941

AAT

AAT Certificate in Accounting Level 2

(i)*B00050-111203 (RBS) 17/1/12 12/7/12 22 Tue,Thu 09:30 12:30 £404 £240

Accounting & Finance

Introduction to Software for Finance (Taster in Excel, Sage, Payroll)

*B00436-111201 (RBS) 17/1/12 7/2/12 4 Tue 16:00 18:30 £65 £15

Excel for Accountants

*B00437-111201 (RBS) 17/1/12 27/3/12 10 Tue 16:00 18:00 £130 £30

BookKeeping & Sage

Bookkeeping Level 3

(i)*B00047-111201 (RBS) 24/4/12 3/7/12 10 Tue 09:30 15:00 £340 £40

(i)*B00047-111202 (RBS) 16/1/12 2/7/12 20 Mon 18:30 21:30 £340 £30

BookKeeping & SAGE Computerised Accounts Level 2

(i)*B00039-111202 (RBS) 12/1/12 29/3/12 11 Thu 09:30 15:00 £315 £40

(i)*B00039-111203 (RBS) 18/4/12 11/7/12 12 Wed 09:30 15:00 £340 £40

Bookkeeping Level 2

(i)*B00046-111202 (RBS) 17/1/12 27/3/12 10 Tue 09:30 12:30 £220 £40

(i)*B00046-111203 (RBS) 21/1/12 31/3/12 10 Sat 09:30 12:30 £220 £40

BookKeeping & SAGE Computerised Accounts Level 1

(i)*B00036-111202 (RBS) 11/1/12 28/3/12 11 Wed 09:30 15:00 £315 £40

(i)*B00036-111203 (RBS) 19/4/12 12/7/12 12 Thu 09:30 15:00 £340 £40

Bookkeeping Level 1

(i)*B00045-111204 (RBS) 19/1/12 29/3/12 10 Thu 18:00 21:00 £190 £40

Sage Skills

*B00098-111203 (RBS) 12/1/12 29/3/12 11 Thu 18:30 21:30 £229 £31

*B00098-111204 (RBS) 21/1/12 31/3/12 10 Sat 09:30 12:30 £211 £31

*B00098-111205 (RBS) 19/4/12 28/6/12 10 Thu 18:30 21:30 £211 £31

*B00098-111206 (RBS) 21/4/12 30/6/12 10 Sat 09:30 12:30 £211 £31

Introduction to Bookkeeping & Sage

*B00265-111202 (RBS) 17/1/12 27/3/12 10 Tue 12:00 15:00 £195 £15

Finance for Small Businesses

Keeping Financial Records for a Small Business

*B00347-111203 (RBS) 21/1/12 31/3/12 10 Sat 09:30 12:30 £177 £27

Finance for Small Business

*B00260-111202 (RBS) 12/1/12 9/2/12 5 Thu 13:00 15:30 £90 £15

*B00260-111203 (RBS) 26/4/12 24/5/12 5 Thu 13:00 15:30 £90 £15

Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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BUSINESS, ENTERPRISE & MARKETING



Email: bit@racc.ac.uk
Tel: 020 8439 8941

Business Administration

BTEC Certificate in Business Administration Level 2

*B00417-111201 (RBS) 17/1/12 22/5/12 16 Tue 09:30 15:00 £255 £95

BTEC Diploma in Business Administration Level 3

*B00418-111201 (RBS) 17/1/12 22/5/12 16 Tue 18:30 21:00 £250 £130

Business Studies

Access to Business Level 3

(i)*B00023-111201 (RBS) 10/1/12 19/7/12 24 Tue, Wed,Thu 09:30 16:15 £1,025 £125

BTEC Level 2 Certificate in Business

(i)*B00411-111201 (RBS) 20/1/12 29/6/12 19 Fri 09:30 15:00 £180 £60

Customer Service

BTEC Certificate in Customer Services Level 2

(i)*B00419-111201 (RBS) 19/1/12 24/5/12 16 Thu 09:30 15:00 £255 £95

Business Startup

Business Startup Taster

B00401-111201 (RBS) 12/1/12 12/1/12 1 Thu 09:30 12:00 Free Free

Business Startup

*B00030-111205 (RBS) 13/1/12 10/2/12 5 Fri 10:00 14:30 £255 £15

*B00030-111204 (RBS) 21/1/12 28/1/12 2 Sat 09:30 15:00 £135 £15

*B00030-111201 (RBS) 25/4/12 23/5/12 5 Tue 19:00 21:00 £75 £15

*B00030-111206 (RBS) 28/4/12 5/5/12 2 Sat 09:30 15:00 £135 £15

*B00030-111207 (RBS) 15/6/12 13/7/12 5 Fri 10:00 12:00 £135 £15

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Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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BUSINESS, ENTERPRISE & MARKETING

Business Startup

Business Start up for Creatives

*B00268-111202 (RBS)	24/2/12	2/3/12	2	Fri	09:30	15:00	£135	£15
*B00268-111203 (RBS)	15/6/12	22/6/12	2	Fri	09:30	15:00	£135	£15

Business Startup for Therapists & Carers

*B00331-111203 (RBS)	3/2/12	10/2/12	2	Fri	09:30	15:00	£75	£15
*B00331-111204 (RBS)	15/6/12	22/6/12	2	Fri	09:30	15:00	£75	£15

Prepare a Plan for Your Business

*B00359-111201 (RBS)	21/4/12	28/4/12	2	Sat	09:30	15:00	£77	£27
*B00359-111202 (RBS)	23/4/12	28/5/12	5	Mon	12:30	14:30	£77	£27
*B00359-111203 (RBS)	3/5/12	31/5/12	5	Thu	19:00	21:00	£77	£27

Running a Business from Home

*B00362-111202 (RBS)	17/1/12	13/3/12	8	Tue	12:30	15:30	£147	£27
*B00362-111203 (RBS)	17/1/12	13/3/12	8	Tue	18:30	21:30	£147	£27

Keep up to date with Current Legislation for Business

*B00387-111202 (RBS)	9/3/12	16/3/12	2	Fri	09:30	15:00	£77	£27
*B00387-111203 (RBS)	22/6/12	29/6/12	2	Fri	09:30	15:00	£77	£27

Import or Export Products or Services

B00341-111202 (RBS)	24/3/12	24/3/12	1	Sat	09:30	15:00	£50	£50
B00341-111203 (RBS)	26/5/12	26/5/12	1	Sat	09:30	15:00	£50	£50

Develop Your Business Internationally

B00382-111202 (RBS)	4/2/12	4/2/12	1	Sat	09:30	12:30	£50	£50
B00382-111203 (RBS)	12/5/12	12/5/12	1	Sat	09:30	12:30	£50	£50

Human Resource Training

Certificate in Human Resource Practice Level 3 - Jan start

(i)*B00237-111202 (RBS)	9/1/12	9/7/12	22	Mon,Sat	18:30	21:30	£875	£115
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Employment Law

B00034-111202 (RBS)	21/1/12	21/1/12	1	Sat	09:30	15:00	£50	£50
B00034-111203 (RBS)	28/4/12	28/4/12	1	Sat	09:30	15:00	£50	£50

Recruitment & Selection

B00121-111202 (RBS)	11/2/12	11/2/12	1	Sat	09:30	15:00	£50	£50
B00121-111203 (RBS)	12/5/12	12/5/12	1	Sat	09:30	15:00	£50	£50

HR Essentials for Small Business

*B00262-111202 (RBS)	13/1/12	10/2/12	5	Fri	09:30	11:30	£75	£15
*B00262-111203 (RBS)	4/5/12	1/6/12	5	Fri	09:30	11:30	£75	£15

i Email: bit@racc.ac.uk
Tel: 020 8439 8941

Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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Management Training

i Email: bit@racc.ac.uk
Tel: 020 8439 8941

Certificate in Management (CMI) Level 3

(i)*B00026-111202 (RBS)	11/1/12	28/3/12	11	Wed	18:30	21:30	£399	£175
(i)*B00026-111203 (RBS)	18/4/12	11/7/12	12	Wed	18:30	21:30	£399	£175

Introduction to Project Management

B00033-111202 (RBS)	21/1/12	21/1/12	1	Sat	09:30	15:00	£50	£50
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Management Skills for Employment

*B00214-111202 (RBS)	20/1/12	30/3/12	10	Fri	10:00	13:00	£195	£15
*B00214-111203 (RBS)	27/4/12	6/7/12	10	Fri	10:00	13:00	£195	£15

Managing Quality & Performance in Your Business

B00272-111202 (RBS)	27/2/12	5/3/12	2	Mon	18:30	21:00	£45	£45
B00272-111203 (RBS)	18/6/12	25/6/12	2	Mon	18:30	21:00	£45	£45

Successful Leadership Skills for Small Businesses

B00282-111202 (RBS)	16/1/12	23/1/12	2	Mon	18:30	21:00	£45	£45
B00282-111203 (RBS)	23/4/12	30/4/12	2	Mon	18:30	21:00	£45	£45

PR, Marketing & Advertising

Introduction Certificate in Marketing (CIM) Level 3

(i)*B00029-111202 (RBS)	16/1/12	2/7/12	20	Mon	18:30	21:00	£340	£40
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Develop your Corporate Brand - Logo Design & Stationery

*B00428-111201 (RBS)	10/1/12	7/2/12	5	Tue	19:00	21:00	£65	£15
*B00428-111202 (RBS)	17/4/12	22/5/12	6	Tue	19:00	21:00	£75	£15

Marketing Basics for Small Business

*B00273-111201 (RBS)	5/7/12	12/7/12	2	Thu	13:00	15:00	£39	£15
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Understand Your Customer & Stakeholder Needs

*B00284-111201 (RBS)	21/6/12	28/6/12	2	Thu	13:00	15:00	£39	£15
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Writing Press Releases for Small Businesses

*B00291-111201 (RBS)	21/6/12	19/7/12	5	Thu	10:00	12:00	£135	£15
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Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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BUSINESS, ENTERPRISE & MARKETING

PR, Marketing & Advertising

 Email: bit@racc.ac.uk
Tel: 020 8439 8941

Introduction to PR Marketing & Advertising

*B00028-111203 (RBS)	28/2/12	27/3/12	5	Tue	18:30	21:00	£80	£15
*B00028-111204 (RBS)	3/3/12	10/3/12	2	Sat	09:30	15:00	£65	£15
*B00028-111205 (RBS)	12/6/12	10/7/12	5	Tue	18:30	21:00	£80	£15
*B00028-111206 (RBS)	16/6/12	23/6/12	2	Sat	09:30	15:00	£65	£15

eBay Introduction

*B00035-111204 (RBS)	10/1/12	7/2/12	5	Tue	18:30	21:00	£90	£15
*B00035-111205 (RBS)	21/1/12	28/1/12	2	Sat	09:30	15:00	£75	£15
*B00035-111201 (RBS)	24/4/12	22/5/12	5	Tue	18:30	21:00	£90	£15
*B00035-111206 (RBS)	28/4/12	5/5/12	2	Sat	09:30	15:00	£75	£15

Using Online Social Media for Business

*B00287-111204 (RBS)	29/2/12	28/3/12	5	Wed	19:00	21:00	£75	£15
*B00287-111205 (RBS)	24/3/12	31/3/12	2	Sat	09:30	15:00	£75	£15
*B00287-111206 (RBS)	30/3/12	30/3/12	1	Fri	12:30	15:00	£50	£50
*B00287-111207 (RBS)	1/6/12	1/6/12	1	Fri	12:30	15:00	£50	£50
*B00287-111208 (RBS)	13/6/12	11/7/12	5	Wed	19:00	21:00	£75	£15
*B00287-111209 (RBS)	23/6/12	30/6/12	2	Sat	09:30	15:00	£75	£15

Plan to Sell Your Product or Services

*B00358-111202 (RBS)	20/2/12	19/3/12	5	Mon	12:30	14:30	£77	£27
*B00358-111203 (RBS)	23/2/12	22/3/12	5	Thu	19:00	21:00	£77	£27

How to Sell on eBay

B00261-111203 (RBS)	23/3/12	23/3/12	1	Fri	09:30	15:00	£30	£30
*B00261-111204 (RBS)	24/3/12	31/3/12	2	Sat	09:30	15:00	£75	£15
*B00261-111205 (RBS)	2/6/12	16/6/12	2	Sat	09:30	15:00	£75	£15
B00261-111206 (RBS)	6/7/12	6/7/12	1	Fri	09:30	15:00	£30	£30

Retail

BTEC Certificate in Retail Knowledge with Work Experience

(i)*B00321-111202 (CL)	13/1/12	18/5/12	16	Fri	09:30	15:00	£236	£75
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BTEC Award in Retail Knowledge (QCF)

(i)*B00151-111202 (CL)	10/1/12	20/3/12	10	Tue	13:00	15:00	£165	£40
(i)*B00151-111203 (CL)	24/4/12	3/7/12	10	Tue	13:00	15:00	£165	£40

Courses marked with * - bursary may apply.

Visit www.racc.ac.uk/course-fees for details of who is eligible for fee remission on courses.

Courses marked with (i) – interview required.

Students must attend an Information day or have a telephone interview before enrolment as they will need staff approval to enrol visit www.racc.ac.uk/infodays for dates and times.

Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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COMPUTER HARDWARE & WEB TECHNOLOGIES

Hardware & Networking - Professional Qualifications

Access to Computing Level 3

(i)*B00001-111202 (RBS)	9/1/12	18/7/12	24	Mon,Tue,Wed	09:30	16:00	£1,043	£131
(i)*B00001-111202 (RBS)	9/1/12	18/7/12	24	Mon,Tue,Wed	09:30	16:30	£1,043	£131

IT Practitioners Diploma (Networking CCNA 1 and 2+ Hardware) Level 3

(i)*B00003-111202 (RBS)	9/1/12	17/7/12	24	Mon,Tue	09:30	17:00	£1,992	£120
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Certificate in IT Support Level 2

(i)*B00196-111201 (RBS)	13/1/12	13/7/12	23	Fri	09:30	15:00	£297	£67
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Internet Marketing/Search Engine Optimisation

Using Google Analytics

B00447-111201 (RBS)	21/1/12	21/1/12	1	Sat	09:30	15:00	£100	£100
B00447-111202 (RBS)	11/2/12	11/2/12	1	Sat	09:30	15:00	£100	£100

Using Google Adwords

B00448-111201 (RBS)	28/1/12	28/1/12	1	Sat	09:30	15:00	£100	£100
B00448-111202 (RBS)	3/3/12	3/3/12	1	Sat	09:30	15:00	£100	£100

A Website in a Day with Wordpress

B00449-111201 (RBS)	4/2/12	4/2/12	1	Sat	09:30	15:00	£100	£100
B00449-111202 (RBS)	10/3/12	10/3/12	1	Sat	09:30	15:00	£100	£100

Web Applications Development

iLabs - Augmented Reality

*B00421-111201 (RBS)	26/4/12	24/5/12	4	Thu	19:00	21:00	£55	£15
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iLabs - Get your first E-book Online

*B00422-111201 (RBS)	25/4/12	23/5/12	4	Wed	19:00	21:00	£55	£15
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iLabs - IT Business Start-up

*B00423-111201 (RBS)	16/4/12	28/5/12	6	Mon	17:45	19:15	£55	£15
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iLabs - Make Your First Mobile App Using The Web

*B00424-111201 (RBS)	17/4/12	29/5/12	6	Tue	19:00	21:00	£75	£15
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iLabs - Web Design for Smartphones & Tablets (HTML Level 5 and CSS3)

*B00425-111201 (RBS)	12/6/12	10/7/12	5	Tue	19:00	21:00	£65	£15
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Be More Productive With Your Android Device

*B00445-111201 (RBS)	23/2/12	22/3/12	5	Thu	16:00	18:00	£80	£30
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Concessionary fees - online enrolment is available for some courses, but if you think you are entitled to pay the concessionary rate you will need to enrol in person, bringing along proof of your eligibility - see page 60 for details.

Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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COMPUTER HARDWARE & WEB TECHNOLOGIES

Web Design for Business

Develop a Website for the Business

*B00340-111204 (RBS)	10/1/12	20/3/12	10	Tue	09:30	12:30	£177	£27
*B00340-111203 (RBS)	5/5/12	7/7/12	10	Sat	09:30	12:30	£177	£27

 Email: bit@racc.ac.uk
Tel: 020 8439 8941

Web Technologies

Web Technologies Certificate CS5

(i)*B00366-111203 (RBS)	11/1/12	30/3/12	11	Wed,Thu,Fri	09:30	15:00	£440	£110
(i)*B00366-111204 (RBS)	22/2/12	14/7/12	18	Wed,Sat	09:30	15:00	£380	£110
(i)*B00366-111204 (RBS)	22/2/12	14/7/12	18	Wed,Sat	18:30	21:00	£380	£110
(i)*B00366-111205 (RBS)	18/4/12	13/7/12	12	Wed,Thu,Fri	09:30	15:00	£470	£110

Intro to PHP, MySQL & Apache

*B00014-111203 (RBS)	16/1/12	26/3/12	10	Mon	19:00	21:00	£135	£15
*B00014-111204 (RBS)	10/3/12	17/3/12	2	Sat	09:30	15:00	£100	£15
*B00014-111205 (RBS)	16/4/12	2/7/12	10	Mon	19:00	21:00	£135	£15

PHP Web Apps - Content Management (Word Press) & E-Commerce

B00356-111202 (RBS)	18/1/12	28/3/12	10	Wed	19:00	21:00	£100	£100
B00356-111203 (RBS)	17/4/12	26/6/12	10	Tue	19:00	21:00	£100	£100

Flash CS5 - Building Interactive Websites & Applications - 6 weeks

(i)*B00392-111202 (RBS)	14/1/12	25/2/12	6	Sat	09:30	15:00	£250	£15
(i)*B00392-111203 (RBS)	28/4/12	2/6/12	6	Sat	09:30	15:00	£250	£15

Web Technologies Certificate CS5 - Day Release

(i)*B00444-111201 (RBS)	23/1/12	23/7/12	22	Mon	10:00	17:00	£365	£79
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XHTML/CSS - Introduction to Web Design

B00009-111202 (RBS)	14/1/12	21/1/12	2	Sat	09:30	15:00	£100	£100
B00009-111203 (RBS)	21/4/12	28/4/12	2	Sat	09:30	15:00	£100	£100

Dreamweaver CS5 Introduction (Intensive)

B00010-111202 (RBS)	28/1/12	4/2/12	2	Sat	09:30	15:00	£100	£100
B00010-111203 (RBS)	5/5/12	12/5/12	2	Sat	09:30	15:00	£100	£100

Dreamweaver CS5 Advanced (Intensive)

B00011-111202 (RBS)	25/2/12	3/3/12	2	Sat	09:30	15:00	£100	£100
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Advanced Web Design Techniques using Dreamweaver CS5

*B00309-111201 (RBS)	16/1/12	26/3/12	10	Mon	19:00	21:00	£135	£15
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Dreamweaver CS5 & Databases

*B00344-111201 (RBS)	16/4/12	2/7/12	1	Mon	19:00	21:00	£135	£15
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Concessionary fees - online enrolment is available for some courses, but if you think you are entitled to pay the concessionary rate you will need to enrol in person, bringing along proof of your eligibility - see page 60 for details.

Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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Web Technologies

 Email: bit@racc.ac.uk
Tel: 020 8439 8941

E-Commerce Basics - Creating Your Own Online Store

*B00346-111203 (RBS)	11/1/12	8/2/12	5	Wed	19:00	21:00	£75	£15
*B00346-111204 (RBS)	24/3/12	31/3/12	2	Sat	09:30	15:00	£100	£15
*B00346-111206 (RBS)	2/5/12	30/5/12	5	Wed	19:00	21:00	£75	£15

Sell Products or Services Using the Internet

*B00364-111201 (RBS)	21/1/12	28/1/12	2	Sat	09:30	15:00	£77	£27
*B00364-111202 (RBS)	24/4/12	19/6/12	8	Tue	12:30	15:30	£147	£27
*B00364-111203 (RBS)	24/4/12	19/6/12	8	Tue	18:30	21:30	£147	£27

Web Design Essentials CS5

*B00288-111201 (RBS)	26/4/12	5/7/12	10	Thu	19:00	21:00	£135	£15
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E-Commerce Applications - Level 5

(i)*B00020-111201 (RBS)	1/2/12	30/5/12	15	Wed	13:00	15:30	£240	£15
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Web Design Basics

*B00198-111201 (RBS)	9/1/12	19/3/12	10	Mon	19:00	21:00	£135	£15
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PHP Web Apps - Content Management Using Word Press

*B00357-111202 (RBS)	24/3/12	31/3/12	2	Sat	09:30	15:00	£100	£15
*B00357-111203 (RBS)	30/6/12	7/7/12	2	Sat	09:30	15:00	£100	£15

Advanced Website Development Level 4

*B00022-111202 (RBS)	23/2/12	28/6/12	16	Thu	18:30	21:00	£255	£15
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Search Engine Optimisation & Internet Marketing

*B00016-111203 (RBS)	10/1/12	7/2/12	5	Tue	19:00	21:00	£75	£15
*B00016-111204 (RBS)	24/3/12	31/3/12	2	Sat	09:30	15:00	£100	£15
*B00016-111205 (RBS)	17/4/12	15/5/12	5	Tue	19:00	21:00	£75	£15

EMPLOYMENT SKILLS

 Email: lhd@racc.ac.uk
Tel: 020 8439 8941

Employment Skills

Entry Employment Skills

(i)*B00123-111206 (RBS)	9/1/12	6/2/12	5	Mon	10:00	12:00	£0	£0
(i)*B00123-111207 (RBS)	20/2/12	19/3/12	5	Mon	10:00	12:00	£0	£0
(i)*B00123-111208 (RBS)	11/6/12	9/7/12	5	Mon	10:00	12:00	£0	£0
(i)*B00123-111209 (RBS)	16/4/12	21/5/12	5	Mon	10:00	12:00	£0	£0

Interview Skills

B00122-111202 (RBS)	2/3/12	2/3/12	1	Fri	09:30	15:00	£30	£0
B00122-111203 (RBS)	15/6/12	15/6/12	1	Fri	09:30	15:00	£30	£0

Interview Preparation

*B00264-111201 (RBS)	2/7/12	9/7/12	2	Mon	09:30	15:00	£75	£30
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Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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MULTIMEDIA TECHNOLOGY

3D Modelling & Animation

3D Studio Max Introduction

*B00066-111201 (RBS)	18/1/12	28/3/12	10	Wed	19:00	21:00	£135	£15
*B00066-111202 (RBS)	25/4/12	4/7/12	10	Wed	19:00	21:00	£135	£15

3D Studio Max Essentials

(i)*B00292-111202 (RBS)	10/3/12	31/3/12	4	Sat	09:30	15:00	£255	£15
(i)*B00292-111203 (RBS)	16/6/12	7/7/12	4	Sat	09:30	15:00	£255	£15

3D Studio Max - Advanced 3D Modelling

(i)*B00302-111201 (RBS)	19/1/12	29/3/12	10	Thu	19:00	21:00	£135	£15
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3D Studio Max Advanced

(i)*B00067-111201 (RBS)	25/4/12	4/7/12	10	Wed	19:00	21:00	£135	£15
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3D Studio Max - Animation

(i)*B00303-111201 (RBS)	26/4/12	5/7/12	10	Thu	19:00	21:00	£135	£15
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Apple Mac Courses

Apple Mac for Beginners

*B00072-111208 (RBS)	10/1/12	7/2/12	5	Thu	19:00	21:00	£75	£15
*B00072-111202 (RBS)	12/1/12	9/2/12	5	Thu	16:30	18:30	£75	£15
*B00072-111203 (RBS)	29/2/12	28/3/12	5	Wed	16:00	18:00	£75	£15
*B00072-111204 (RBS)	26/4/12	24/5/12	5	Thu	16:30	18:30	£75	£15
*B00072-111205 (RBS)	13/6/12	11/7/12	5	Wed	16:00	18:00	£75	£15

Apple Mac for Social and Leisure Purposes

*B00311-111203 (RBS)	11/1/12	8/2/12	5	Wed	16:00	18:00	£75	£15
*B00311-111204 (RBS)	1/3/12	29/3/12	5	Thu	16:00	18:00	£75	£15
*B00311-111205 (RBS)	14/6/12	12/7/12	5	Thu	16:00	18:00	£75	£15
*B00311-111206 (RBS)	2/5/12	30/5/12	5	Wed	16:00	18:00	£75	£15

iPhoto

*B00446-111201 (RBS)	20/2/12	19/3/12	5	Mon	19:00	21:00	£80	£30
*B00446-111202 (RBS)	11/6/12	9/7/12	5	Mon	19:00	21:00	£80	£30

Introduction to Creative Software for Artists

*B00432-111201 (RBS)	16/1/12	6/2/12	4	Mon	16:00	18:30	£80	£30
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Digital Media and Design

BTEC Extended Certificate in Creative Media Production

Adobe CS5 for Web & Print (Intensive)

*B00228-111202 (RBS)	19/1/12	22/6/12	18	Thu,Fri	09:30	15:00	£448	£88
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 Email: bit@racc.ac.uk
Tel: 020 8439 8941

Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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Digital Media and Design

Photoshop, InDesign & Illustrator Level 3

*B00074-111204 (RBS)	18/1/12	13/6/12	18	Wed	13:00	15:30	£105	£15
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Photoshop & InDesign Intensive

(i)*B00353-111202 (RBS)	14/1/12	25/2/12	6	Sat	09:30	15:00	£250	£15
(i)*B00353-111203 (RBS)	28/4/12	2/6/12	6	Sat	09:30	15:00	£250	£15

Illustrator Introduction

*B00414-111201 (RBS)	9/1/12	19/3/12	10	Mon	18:45	21:15	£115	£15
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Games Development

BTEC Level 3 Subsidiary Diploma in IT (Games Development & Production)

(i)*B00420-111201 (RBS)	9/1/12	17/7/12	24	Mon,Tue	09:30	17:00	£805	£93
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Digital Concept Art for Games using Photoshop

*B00413-111201 (RBS)	16/1/12	26/3/12	10	Mon	19:00	21:00	£95	£15
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Digital Comic Book Art Using Illustrator

*B00412-111201 (RBS)	19/1/12	29/3/12	10	Thu	18:30	21:00	£130	£30
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Multimedia Technology

Access to Multimedia Technology Level 3

(i)*B00052-111202 (RBS)	10/1/12	12/7/12	23	Tue,Wed,Thu	09:30	17:00	£1,091	£125
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Access to Multimedia Technology Level 3 (non-accredited)

(i)*B00415-111201 (RBS)	17/1/12	19/7/12	24	Tue,Wed,Thu	09:30	17:00	£1,133	£125
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Professional Diploma in Multimedia Level 2

(i)*B00053-111202 (RBS)	11/1/12	30/3/12	11	Wed,Thu,Fri	09:30	15:00	£450	£120
(i)*B00053-111203 (RBS)	18/4/12	13/7/12	12	Wed,Thu,Fri	09:30	15:00	£480	£120

Creative Web Design Award Level 3

(i)*B00188-111202 (RBS)	23/2/12	12/7/12	18	Thu	18:45	21:15	£285	£15
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Audio Software (Logic Pro) - Mac

*B00435-111201 (RBS)	16/1/12	26/3/12	10	Mon	16:00	18:00	£130	£30
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Introduction to Software for Interior Designers (Autocad, 3D Studio Max)

*B00431-111201 (RBS)	18/1/12	8/2/12	4	Wed	16:00	18:30	£80	£30
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Introduction to Software for Artists (Photoshop, InDesign, Illustrator) - PC

*B00433-111201 (RBS)	10/1/12	7/2/12	4	Tue	16:00	18:00	£80	£30
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Introduction to Software for Musicians

*B00434-111201 (RBS)	20/2/12	19/3/12	5	Mon	16:00	18:00	£80	£30
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Flash Advanced (Evening)

(i)B00061-111201 (RBS)	19/1/12	29/3/12	10	Thu	19:00	21:00	£135	£135
(i)B00064-111201 (RBS)	26/4/12	5/7/12	10	Thu	19:00	21:00	£135	£135

 Email: bit@racc.ac.uk
Tel: 020 8439 8941

Course Title

Course Code (Site) Start Date End Date Weeks Day(s) Start Time End Time EU Price Concessionary Price

MULTIMEDIA TECHNOLOGY

Video Editing and Production

Certificate in Creative Media Production - Video Production Level 2

(i)*B00334-111202 (RBS) 25/1/12 30/5/12 16 Wed 10:00 15:00 £210 £60

Final Cut Pro Intro

*B00069-111203 (RBS) 17/1/12 27/3/12 10 Tue 19:00 21:00 £135 £15

*B00069-111204 (RBS) 20/1/12 30/3/12 10 Fri 15:30 17:30 £135 £15

*B00069-111205 (RBS) 21/1/12 31/3/12 5 Sat 10:00 12:00 £135 £15

*B00069-111201 (RBS) 25/4/12 4/7/12 10 Wed 19:00 21:00 £135 £15

Final Cut Pro Advanced

*B00416-111201 (RBS) 18/1/12 28/3/12 10 Wed 19:00 21:00 £115 £15

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OFFICE TECHNOLOGIES & BASIC IT

Basic IT

Computers & Internet for Beginners

*B00251-111202 (CL) 10/1/12 20/3/12 10 Tue 15:30 17:30 £135 £15

*B00427-111201 (RBS) 16/4/12 28/5/12 6 Mon 17:45 19:15 £75 £30

*B00251-111203 (RBS) 30/4/12 16/7/12 10 Mon 13:00 15:00 £135 £15

Computers & Internet for Beginners - Saturday Intensive

*B00252-111202 (RBS) 24/3/12 31/3/12 2 Sat 09:30 15:00 £75 £15

*B00252-111203 (RBS) 21/4/12 28/4/12 2 Sat 09:30 15:00 £75 £15

Computers & Internet for Improvers

(i)*B00218-111202 (CL) 13/1/12 23/3/12 10 Fri 10:30 12:30 £135 £15

(i)*B00218-111203 (CL) 20/4/12 29/6/12 10 Fri 10:00 12:00 £135 £15

Computers & Internet for Improvers - Saturday Intensive

*B00426-111201 (RBS) 24/3/12 31/3/12 2 Sat 09:30 15:00 £70 £30

Internet Cafe for the Mature Learner

B00202-111201 (RBS) 10/1/12 7/2/12 5 Tue 16:00 18:00 £75 £75

B00202-111202 (RBS) 21/2/12 20/3/12 5 Tue 16:00 18:00 £75 £75

IT & Internet Skills for the Mature Learner Level 1

*B00253-111201 (RBS) 26/4/12 5/7/12 10 Thu 14:00 16:00 £135 £15

IT Skills & Internet Awareness for Parents

*B00442-111201 (RBS) 17/1/12 7/2/12 4 Tue 12:00 14:30 £80 £30

Concessionary fees - online enrolment is available for some courses, but if you think you are entitled to pay the concessionary rate you will need to enrol in person, bringing along proof of your eligibility - see page 60 for details.

Course Title

Course Code (Site) Start Date End Date Weeks Day(s) Start Time End Time EU Price Concessionary Price

Basic IT

Basic Self Support with IT Level 1

*B00315-111202 (PK) 16/1/12 26/3/12 10 Mon 16:00 18:00 £150 £30

*B00315-111203 (PK) 16/4/12 2/7/12 10 Mon 16:00 18:00 £150 £30

IT & Internet Skills for your Community Centre

*B00443-111201 (RBS) 17/1/12 7/2/12 4 Tue 12:00 14:30 £80 £30

IT Skills for Teachers

*B00430-111201 (RBS) 12/1/12 22/3/12 10 Thu 15:15 17:15 £148 £48

IT & Internet Skills for Languages

*B00438-111201 (RBS) 17/1/12 7/2/12 4 Tue 12:00 14:30 £80 £30

Accelerate your Written & Numerical Skills using Word & Excel

*B00429-111201 (RBS) 16/4/12 28/5/12 6 Mon 15:00 17:00 £75 £15

IT & Internet Skills for ESOL

*B00439-111201 (RBS) 22/2/12 21/3/12 5 Wed 16:00 18:00 £80 £30

IT Skills for Digital Photographers

*B00440-111201 (RBS) 21/2/12 20/3/12 5 Tue 16:00 18:00 £80 £30

IT Skills for Business Start-ups (Cloud Computing & Social Media)

*B00441-111201 (RBS) 20/2/12 19/3/12 5 Mon 16:00 18:00 £80 £30

Office Skills

Office Skills Diploma Level 2

(i)*B00094-111203 (RBS) 9/1/12 28/3/12 11 Mon,Tue,Wed 09:30 15:00 £450 £80

(i)*B00094-111204 (RBS) 11/1/12 30/3/12 11 Wed,Thu,Fri 09:30 15:00 £450 £80

(i)*B00094-111205 (RBS) 16/4/12 11/7/12 12 Mon,Tue,Wed 09:30 15:00 £480 £80

(i)*B00094-111206 (RBS) 18/4/12 13/7/12 12 Wed,Thu,Fri 09:30 15:00 £480 £80

Office Skills Certificate Level 2

(i)*B00184-111202 (RBS) 20/1/12 30/3/12 10 Fri 09:30 16:00 £188 £68

(i)*B00184-111203 (CL) 26/4/12 5/7/12 10 Thu 09:30 15:00 £168 £68

Office Skills Certificate Level 1 Twickenham

(i)*B00091-111204 (CL) 19/1/12 29/3/12 10 Thu 09:30 15:00 £318 £68

Office Skills Certificate Level 1 Richmond

(i)*B00091-111205 (RBS) 27/2/12 9/7/12 16 Mon 18:00 21:00 £308 £68

(i)*B00091-111206 (RBS) 16/1/12 26/3/12 10 Mon 09:30 15:00 £318 £68

Office Skills Certificate - IT for Work Level 1

(i)*B00257-111201 (RBS) 1/3/12 30/3/12 5 Thu,Fri 09:30 15:00 £318 £68

Courses marked with * - bursary may apply. Visit www.racc.ac.uk/course-fees for details of who is eligible for fee remission on courses.

Courses marked with (i) - interview required. Students must attend an Information day or have a telephone interview before enrolment as they will need staff approval to enrol visit www.racc.ac.uk/infodays for dates and times.

Email: bit@racc.ac.uk Tel: 020 8439 8941

Course Title

Course Code (Site) Start Date End Date Weeks Day(s) Start Time End Time EU Price Concessionary Price

OFFICE TECHNOLOGIES & BASIC IT

Office Skills

Office Skills Certificate Twickenham JSA

(i)*B00258-111201 (CL) 26/4/12 5/7/12 10 Thu 09:30 15:00 £318 £68

Entry Functional Skills in ICT Entry Level 3

(i)B00100-111203 (RBS) 11/1/12 21/3/12 10 Wed 13:00 15:30 £125 £125

Office Skills Advanced - ECDL

Office Skills Advanced - Level 3 + ECDL Advanced

(i)*B00389-111201 (RBS) 16/1/12 17/7/12 22 Mon,Tue 09:30 15:00 £555 £115

Advanced Word (ECDL)

(i)*B00310-111203 (RBS) 14/1/12 11/2/12 5 Sat 09:30 15:00 £210 £60

(i)*B00310-111204 (RBS) 16/1/12 26/3/12 10 Mon 19:00 21:00 £180 £60

(i)*B00310-111205 (RBS) 16/4/12 2/7/12 10 Mon 19:00 21:00 £180 £60

(i)*B00310-111206 (RBS) 21/4/12 19/5/12 5 Sat 09:30 15:00 £210 £60

Advanced Excel (ECDL)

(i)*B00307-111203 (RBS) 18/1/12 28/3/12 10 Wed 19:00 21:00 £180 £60

(i)*B00307-111204 (RBS) 25/2/12 24/3/12 5 Sat 09:30 15:00 £210 £60

(i)*B00307-111205 (RBS) 18/4/12 27/6/12 10 Wed 19:00 21:00 £180 £60

(i)*B00307-111206 (RBS) 2/6/12 7/7/12 5 Sat 09:30 15:00 £210 £60

Advanced Powerpoint (ECDL)

(i)*B00308-111201 (RBS) 19/1/12 29/3/12 10 Thu 19:00 21:00 £180 £60

Advanced Access (ECDL)

(i)*B00306-111201 (RBS) 19/4/12 28/6/12 10 Thu 19:00 21:00 £180 £60

Short Office Skills - Evening Classes

Word Introduction

*B00109-111202 (RBS) 10/1/12 7/2/12 5 Tue 19:00 21:00 £75 £15

*B00109-111203 (RBS) 24/4/12 22/5/12 5 Tue 19:00 21:00 £75 £15

Word 2007 Advanced

(i)*B00110-111202 (RBS) 28/2/12 27/3/12 5 Tue 19:00 21:00 £75 £15

(i)*B00110-111203 (RBS) 12/6/12 10/7/12 5 Tue 19:00 21:00 £75 £15

Excel 2007 Introduction

*B00113-111202 (RBS) 12/1/12 9/2/12 5 Thu 19:00 21:00 £75 £15

*B00113-111203 (RBS) 26/4/12 24/5/12 5 Thu 19:00 21:00 £75 £15

Concessionary fees - online enrolment is available for some courses, but if you think you are entitled to pay the concessionary rate you will need to enrol in person, bringing along proof of your eligibility - see page 60 for details.

Email: bit@racc.ac.uk Tel: 020 8439 8941

Course Title

Course Code (Site) Start Date End Date Weeks Day(s) Start Time End Time EU Price Concessionary Price

Short Office Skills - Evening Classes

Excel 2007 Advanced

*B00114-111202 (RBS) 1/3/12 29/3/12 5 Thu 19:00 21:00 £75 £15

*B00114-111203 (RBS) 14/6/12 12/7/12 5 Thu 19:00 21:00 £75 £15

Powerpoint 2007 Introduction

*B00117-111202 (RBS) 11/1/12 8/2/12 5 Wed 19:00 21:00 £75 £15

*B00117-111203 (RBS) 25/4/12 23/5/12 5 Wed 19:00 21:00 £75 £15

Office Skills - 1 Day Training Courses

Powerpoint Introduction - 1 Day Essentials

B00118-111202 (RBS) 17/3/12 17/3/12 1 Sat 09:30 15:00 £85 £85

Powerpoint Advanced - 1 Day Essentials

B00119-111202 (RBS) 24/2/12 24/2/12 1 Fri 09:30 15:00 £85 £85

Presentation Using Powerpoint for Beginners

B00278-111201 (RBS) 13/7/12 13/7/12 1 Fri 09:30 15:00 £85 £85

Word Introduction - 1 Day Essentials

B00290-111201 (RBS) 9/7/12 9/7/12 1 Mon 09:30 15:00 £85 £85

B00290-111202 (RBS) 3/3/12 3/3/12 1 Sat 09:30 15:00 £85 £85

Word Advanced - 1 Day Essentials

(i)B00112-111202 (RBS) 17/7/12 17/7/12 1 Tue 09:30 15:00 £85 £85

Excel Introduction - 1 Day Essentials

B00300-111201 (RBS) 11/7/12 11/7/12 1 Wed 09:30 15:00 £85 £85

B00300-111202 (RBS) 10/3/12 10/3/12 1 Sat 09:30 15:00 £85 £85

Excel Intermediate - 1 Day Essentials

(i)B00299-111201 (RBS) 12/7/12 12/7/12 1 Thu 09:30 15:00 £85 £85

Email: bit@racc.ac.uk Tel: 020 8439 8941

PERSONAL DEVELOPMENT

Email: lhd@racc.ac.uk Tel: 020 8439 8941

Assertiveness

Assertiveness Training

B00131-111204 (RBS) 10/3/12 10/3/12 1 Sat 09:30 15:00 £50 £50

B00131-111205 (RBS) 30/6/12 30/6/12 1 Sat 09:30 15:00 £50 £50

Assertiveness Techniques

B00293-111201 (RBS) 10/7/12 10/7/12 1 Tue 09:30 15:00 £30 £30

For the latest information on any RACC course, it's always best to check times, dates and course outlines online. Simply type in the course code or course title you are looking for via the 'course search' box located at the top right hand corner of the website and you will see the most up-to-date course information displayed.

More courses

Course Title

Course Code (Site) Start Date End Date Weeks Day(s) Start Time End Time EU Price Concessionary Price

PERSONAL DEVELOPMENT

Public Speaking

Presentation Skills

Table with 10 columns: Course Code, Site, Start Date, End Date, Weeks, Day(s), Start Time, End Time, EU Price, Concessionary Price. Rows for *Boo129-111202 and *Boo129-111203.

Presentation Skills

Table with 10 columns: Course Code, Site, Start Date, End Date, Weeks, Day(s), Start Time, End Time, EU Price, Concessionary Price. Rows for Boo127-111201 and Boo127-111203.

Presentation Skills with Powerpoint

Table with 10 columns: Course Code, Site, Start Date, End Date, Weeks, Day(s), Start Time, End Time, EU Price, Concessionary Price. Rows for Boo128-111202 and Boo128-111203.

Speak With Confidence

Table with 10 columns: Course Code, Site, Start Date, End Date, Weeks, Day(s), Start Time, End Time, EU Price, Concessionary Price. Rows for *Boo126-111201, *Boo130-111201, *Boo130-111202, and *Boo130-111204.

Introduction to Developing & Delivering a Presentation

Table with 10 columns: Course Code, Site, Start Date, End Date, Weeks, Day(s), Start Time, End Time, EU Price, Concessionary Price. Row for Boo266-111201.

Building Self Confidence

Table with 10 columns: Course Code, Site, Start Date, End Date, Weeks, Day(s), Start Time, End Time, EU Price, Concessionary Price. Row for Boo295-111201.

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Courses marked with (i) – interview required. Students must attend an Information day or have a telephone interview before enrolment as they will need staff approval to enrol visit www.racc.ac.uk/infodays for dates and times.

Concessionary fees - online enrolment is available for some courses, but if you think you are entitled to pay the concessionary rate you will need to enrol in person, bringing along proof of your eligibility - see page 60 for details.

For the latest information on any RACC course, it's always best to check times, dates and course outlines online. Simply type in the course code or course title you are looking for via the 'course search' box located at the top right hand corner of the website and you will see the most up-to-date course information displayed.

Info icon Email: lhd@racc.ac.uk Tel: 020 8439 8941

Course Title

Course Code (Site) Start Date End Date Weeks Day(s) Start Time End Time EU Price Concessionary Price

ART, DESIGN & MEDIA

Info icon Email: ccs@racc.ac.uk

Art & Design

Access to Art & Design Level 3

Table with 10 columns: Course Code, Site, Start Date, End Date, Weeks, Day(s), Start Time, End Time, EU Price, Concessionary Price. Row for (i)*Co0001-121301.

BTEC Higher National Certificate (HNC) in 3D Design Crafts Level 4

Table with 10 columns: Course Code, Site, Start Date, End Date, Weeks, Day(s), Start Time, End Time, EU Price, Concessionary Price. Row for (i)*Co0587-121401.

BTEC Higher National Certificate (HNC) in Fine Art Level 4

Table with 10 columns: Course Code, Site, Start Date, End Date, Weeks, Day(s), Start Time, End Time, EU Price, Concessionary Price. Row for (i)*Co0588-121401.

BTEC Foundation Diploma in Art & Design Full Time Level 3

Table with 10 columns: Course Code, Site, Start Date, End Date, Weeks, Day(s), Start Time, End Time, EU Price, Concessionary Price. Row for (i)*Co0133-121301.

BTEC Foundation Diploma in Art & Design Part Time Day Level 3

Table with 10 columns: Course Code, Site, Start Date, End Date, Weeks, Day(s), Start Time, End Time, EU Price, Concessionary Price. Row for (i)*Co0134-111302.

BTEC Foundation Diploma in Art & Design (2 year fee) Part Time Eve Level 3

Table with 10 columns: Course Code, Site, Start Date, End Date, Weeks, Day(s), Start Time, End Time, EU Price, Concessionary Price. Row for (i)*Co0135-121401.

BTEC National Diploma in Art & Design Level 3 (2 year fee)

Table with 10 columns: Course Code, Site, Start Date, End Date, Weeks, Day(s), Start Time, End Time, EU Price, Concessionary Price. Row for (i)*Co0346-121401.

Creating a Digital Portfolio

Table with 10 columns: Course Code, Site, Start Date, End Date, Weeks, Day(s), Start Time, End Time, EU Price, Concessionary Price. Row for *Co0295-111201.

Professional Practice - Film & Time Based Media

Table with 10 columns: Course Code, Site, Start Date, End Date, Weeks, Day(s), Start Time, End Time, EU Price, Concessionary Price. Row for *Co0472-111202.

Professional Practice - Installation & Site Specific Art

Table with 10 columns: Course Code, Site, Start Date, End Date, Weeks, Day(s), Start Time, End Time, EU Price, Concessionary Price. Row for *Co0472-111203.

Introduction to Creative Software for Artists - Mac

Table with 10 columns: Course Code, Site, Start Date, End Date, Weeks, Day(s), Start Time, End Time, EU Price, Concessionary Price. Row for *Boo432-111201.

Art History

Introduction to Contemporary Art

Table with 10 columns: Course Code, Site, Start Date, End Date, Weeks, Day(s), Start Time, End Time, EU Price, Concessionary Price. Row for Co0559-111201.

Art History: 19th to 20th Century Art

Table with 10 columns: Course Code, Site, Start Date, End Date, Weeks, Day(s), Start Time, End Time, EU Price, Concessionary Price. Rows for Co0084-111202 and Co0084-111203.

Art History: The Classical period to 1860

Table with 10 columns: Course Code, Site, Start Date, End Date, Weeks, Day(s), Start Time, End Time, EU Price, Concessionary Price. Rows for Co0086-111202 and Co0086-111203.

Art History: Classical to Modern

Table with 10 columns: Course Code, Site, Start Date, End Date, Weeks, Day(s), Start Time, End Time, EU Price, Concessionary Price. Rows for Co0087-111202 and Co0087-111203.

Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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ART, DESIGN & MEDIA

 Email: ccs@racc.ac.uk

Art History

Art History: Introduction to British Contemporary Art

C00088-111202 (PK)	10/1/12	27/3/12	11	Tue	19:15	21:15	£147	£147
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Art History: Introduction to Contemporary Art

C00088-111203 (PK)	17/4/12	3/7/12	11	Tue	19:15	21:15	£159	£159
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Gallery Studies

C00089-111202 (PK)	12/1/12	29/3/12	11	Thu	14:00	16:00	£147	£147
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C00089-111203 (PK)	19/4/12	12/7/12	12	Thu	14:00	16:00	£159	£159
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Art History: Lunchtime Masterpieces

C00411-111202 (PK)	12/1/12	29/3/12	11	Thu	12:30	13:30	£81	£81
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C00411-111203 (PK)	19/4/12	12/7/12	12	Thu	12:30	13:30	£87	£87
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Art History: The Body in Art

C00412-111202 (PK)	16/4/12	2/7/12	10	Mon	10:00	12:00	£135	£135
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Art History: Women as Muse & Maker

C00412-111203 (PK)	16/1/12	26/3/12	10	Mon	10:00	12:00	£135	£135
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The Age of Rembrandt

C00518-111202 (PK)	20/1/12	30/3/12	11	Fri	09:30	11:30	£135	£135
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C00518-111203 (PK)	20/4/12	13/7/12	12	Fri	09:30	11:30	£159	£159
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Bookbinding

Bookbinding and Book Conservation

*C00125-111202 (CL)	22/2/12	11/7/12	18	Wed	09:30	12:30	£357	£33
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Ceramics & Sculpture

Ceramics BTEC Level 1 Award (Beginners)

*C00281-111201 (CL)	17/1/12	26/6/12	20	Tue	18:30	21:30	£550	£125
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Ceramics Handbuilding All Levels

*C00111-111203 (CL)	22/2/12	11/7/12	18	Wed	13:30	16:00	£313	£43
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*C00111-111204 (CL)	23/2/12	12/7/12	18	Thu	19:00	21:30	£313	£43
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Ceramics Throwing Int/Adv

*C00116-111202 (CL)	23/2/12	12/7/12	18	Thu	09:30	13:30	£487	£55
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Ceramics Handbuilding & Throwing All Levels

*C00117-111203 (CL)	22/2/12	11/7/12	18	Wed	19:00	21:30	£313	£43
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*C00117-111204 (CL)	24/2/12	13/7/12	18	Fri	09:30	12:30	£371	£47
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Ceramics Throwing All Levels

*C00539-111202 (CL)	22/2/12	11/7/12	18	Wed	13:30	16:00	£313	£43
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*C00118-111202 (CL)	23/2/12	12/7/12	18	Thu	19:00	21:30	£313	£43
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Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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Ceramics & Sculpture

 Email: ccs@racc.ac.uk

Figurative Life Sculpture All levels

*C00120-111202 (CL)	16/1/12	26/3/12	10	Mon	09:30	12:30	£242	£62
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*C00120-111203 (CL)	16/4/12	2/7/12	10	Mon	09:30	12:30	£242	£62
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Raku Summer School (Mo+Tu = Week 1, Th+Fr = Week 2)

*C00283-111201 (CL)	16/7/12	26/7/12	2	M, Tu & W, Th	10:00	16:00	£145	£25
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Sculpture from Found Objects

*C00340-111201 (CL)	9/7/12	11/7/12	1	Mo, Tu, We	10:00	16:00	£115	£25
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Ceramics All Levels

*C00418-111202 (CL)	18/1/12	28/3/12	10	Wed	09:30	12:00	£180	£30
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*C00418-111203 (CL)	18/4/12	27/6/12	10	Wed	09:30	12:00	£180	£30
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Ceramics Intermediate Handbuilding & Throwing

*C00421-111202 (CL)	21/2/12	10/7/12	18	Tue	13:30	16:00	£313	£43
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Ceramics Making & Decorating Techniques Advanced

*C00422-111202 (CL)	22/2/12	11/7/12	18	Wed	09:30	12:30	£371	£47
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Ceramics Throwing Beginners/Improvers

*C00423-111202 (CL)	10/1/12	20/3/12	10	Tue	09:30	12:00	£180	£30
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*C00423-111203 (CL)	17/4/12	26/6/12	10	Tue	09:30	12:00	£180	£30
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Introduction to Mosaics

*C00586-111201 (CL)	20/4/12	25/5/12	6	Fri	10:00	13:00	£138	£30
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Fashion & Textiles

How to Use Your Sewing Machine - Beginners

C00171-111203 (PK)	14/1/12	14/1/12	1	Sat	09:30	15:30	£33	£33
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C00171-111204 (PK)	24/3/12	24/3/12	1	Sat	09:30	15:30	£33	£33
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Restyling/Fitting Your Clothes - All Levels

C00172-111202 (PK)	21/1/12	21/1/12	1	Sat	09:30	15:30	£33	£33
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C00172-111203 (PK)	17/3/12	17/3/12	1	Sat	09:30	15:30	£33	£33
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Clothesmaking: Making Refitting & Restyling Clothes - All Levels

*C00173-111202 (PK)	16/1/12	26/3/12	10	Mon	19:00	21:30	£175	£25
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*C00173-111203 (PK)	16/4/12	2/7/12	10	Mon	19:00	21:30	£175	£25
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Creative Embroidery - All Levels

*C00174-111202 (CL)	12/1/12	29/3/12	11	Thu	14:00	16:00	£152	£20
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*C00174-111203 (CL)	19/4/12	5/7/12	11	Thu	14:00	16:00	£152	£20
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Floristry

Floristry for All

*C00427-111201 (CL)	17/1/12	27/3/12	10	Tue	10:00	13:00	£225	£45
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Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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ART, DESIGN & MEDIA

 Email: ccs@racc.ac.uk

Floristry

Floristry Techniques

*C00429-111201 (CL)	17/4/12	26/6/12	10	Tue	10:00	13:00	£225	£45
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BTEC Level 2 Certificate in Floristry

*C00575-111201 (CL)	27/2/12	9/7/12	16	Mon	10:00	17:00	£602	£122
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Garden Design

NOCN Level 2 Award Garden Design

*C00574-111201 (CL)	25/1/12	11/7/12	21	Wed	09:30	12:30	£355	£40
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Glass

Level 1 Studio Glass BTEC Level 1 Award Beginners

*C00104-111201 (CL)	22/2/12	11/7/12	18	Wed	10:00	13:00	£370	£100
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Studio Glass Advanced Workshop (tutored)

*C00102-111202 (CL)	23/2/12	12/7/12	18	Thu	18:30	21:30	£371	£47
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Advanced Glass workshop (tutored)

*C00102-111203 (CL)	22/2/12	11/7/12	18	Wed	14:00	17:00	£371	£47
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Glass: Slumping for Beginners

*C00107-111201 (CL)	29/2/12	21/3/12	4	Wed	18:30	21:30	£94	£22
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Glass: Casting for Beginners

*C00108-111201 (CL)	13/6/12	4/7/12	4	Wed	18:30	21:30	£94	£22
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Glass as Illustration Creative Cutting Fusing & Slumping

*C00310-111201 (CL)	1/5/12	22/5/12	4	Mon	10:00	16:00	£142	£22
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Glass: Sand blasting and finishing techniques

*C00312-111201 (CL)	15/6/12	6/7/12	4	Fri	10:00	16:00	£142	£22
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Taster - Learn How to Fuse Glass

C00366-111201 (CL)	14/5/12	14/5/12	1	Mon	18:30	20:30	£10	£10
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Learn how to Fuse Glass

*C00455-111201 (CL)	21/5/12	18/6/12	4	Mon	18:30	21:30	£94	£22
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Courses marked with * - bursary may apply.

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Courses marked with (i) – interview required.

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Concessionary fees - online enrolment is available for some courses, but if you think you are entitled to pay the concessionary rate you will need to enrol in person, bringing along proof of your eligibility - see page 60 for details.

Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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Interior Design & AutoCAD

 Email: ccs@racc.ac.uk

Access to Interior Design Level 3

(i)*C00002-121301 (CL)	10/9/12	11/7/13	35	Mon, Tue	09:30	16:30/ 17:30	TBA	TBA
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AutoCAD Level 2 Award

*C00413-111201 (CL)	11/1/12	11/7/12	23	Wed	18:30	21:30	£480	£135
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BTEC Level 1 Award 3D Interior Design

*C00573-111201 (CL)	22/2/12	11/7/12	18	Wed	18:30	21:30	£330	£60
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Introduction to Software for Interior Designers (Autocad, 3D Studio Max)

*B00431-111201 (RBS)	18/1/12	8/2/12	4	Wed	16:00	18:30	£80	£30
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Jewellery

Jewellery - Advanced Workshop

*C00097-111202 (CL)	16/1/12	26/3/12	10	Mon	09:30	12:30	£210	£30
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*C00451-111202 (CL)	19/1/12	29/3/12	10	Thu	18:30	21:30	£210	£30
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*C00097-111203 (CL)	23/4/12	9/7/12	10	Mon	09:30	12:30	£210	£30
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*C00451-111203 (CL)	26/4/12	5/7/12	10	Thu	18:30	21:30	£210	£30
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Jewellery Advanced

*C00544-111202 (CL)	19/1/12	29/3/12	10	Thu	09:30	12:30	£210	£30
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*C00544-111203 (CL)	26/4/12	5/7/12	10	Thu	09:30	12:30	£210	£30
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Jewellery Advanced Workshop (without tuition)

C00580-111201 (CL)	16/1/12	26/3/12	10	Mon	13:00	15:30	£180	£180
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C00580-111202 (CL)	16/4/12	2/7/12	10	Mon	13:00	15:30	£180	£180
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BTEC Level 1 Award Jewellery

*C00577-111201 (CL)	18/1/12	27/6/12	20	Wed	09:30	12:30	£340	£40
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Level 1 Jewellery - Beginners BTEC Level 1 Award

*C00095-111201 (CL)	21/2/12	10/7/12	18	Tue	18:30	21:30	£370	£100
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Jewellery for Beginners

*C00452-111203 (CL)	17/4/12	29/5/12	7	Tue	10:00	13:00	£146	£20
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*C00452-111204 (CL)	17/4/12	29/5/12	7	Tue	18:30	21:30	£146	£20
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Jewellery: Introduction to Beading

*C00309-111202 (CL)	16/1/12	26/3/12	10	Mon	13:30	16:30	£210	£30
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*C00309-111203 (PK)	14/1/12	11/2/12	5	Sat	10:00	13:00	£113	£23
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*C00309-111204 (PK)	21/4/12	19/5/12	5	Sat	10:00	13:00	£113	£23
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For the latest information on any RACC course, it's always best to check times, dates and course outlines online. Simply type in the course code or course title you are looking for via the 'course search' box located at the top right hand corner of the website and you will see the most up-to-date course information displayed.

Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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ART, DESIGN & MEDIA

 Email: ccs@racc.ac.uk

Life Drawing

Level 1 Life Drawing & Painting BTEC Level 1 Award

*C00456-111201 (CL)	9/1/12	11/6/12	18	Mon	18:30	21:30	£433	£163
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BTEC Level 1 Award Life Drawing for Beginners

*C00570-111201 (CL)	19/4/12	19/7/12	13	Thu	18:30	21:30	£309	£114
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Life Drawing & Painting

C00150-111202 (PK)	9/1/12	26/3/12	11	Mon	14:00	17:00	£259	£259
C00162-111202 (PK)	9/1/12	26/3/12	11	Mon	19:00	21:30	£223	£223
C00140-111202 (CL)	10/1/12	27/3/12	11	Tue	19:00	21:30	£223	£223
C00162-111203 (PK)	13/1/12	30/3/12	11	Fri	10:00	13:00	£259	£259
C00568-111201 (CL)	20/1/12	16/3/12	8	Fri	13:30	16:30	£244	£244
C00153-111202 (PK)	16/4/12	9/7/12	11	Mon	14:00	17:00	£259	£259
C00162-111204 (PK)	16/4/12	9/7/12	11	Mon	19:00	21:30	£223	£223
C00140-111203 (CL)	17/4/12	3/7/12	11	Tue	19:00	21:30	£223	£223
C00162-111205 (PK)	20/4/12	6/7/12	11	Fri	10:00	13:00	£259	£259
C00568-111202 (CL)	27/4/12	22/6/12	8	Fri	13:30	16:30	£199	£199

Life Drawing Workshop @ £16 per session

C00289-111202 (PK)	14/1/12	24/3/12	10	Sat	10:00	13:00	£16 per session	
C00289-111203 (PK)	21/4/12	30/6/12	10	Sat	10:00	13:00	£16 per session	

Life Drawing

C00373-111202 (CL)	9/1/12	26/3/12	11	Mon	10:00	13:00	£259	£259
C00373-111203 (CL)	16/4/12	9/7/12	11	Mon	10:00	13:00	£259	£259

Life Drawing & Painting Masterclass

C00457-111202 (PK)	12/1/12	29/3/12	11	Thu	18:30	21:30	£290	£290
C00457-111203 (PK)	19/4/12	12/7/12	12	Thu	18:30	21:30	£308	£308

Life Drawing from Scratch

C00569-111201 (CL)	23/2/12	22/3/12	5	Thu	18:30	21:30	£182	£182
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Portraiture

C00160-111202 (PK)	12/1/12	29/3/12	11	Wed	14:00	17:00	£263	£263
C00160-111203 (PK)	19/4/12	12/7/12	12	Wed	14:00	17:00	£281	£281

Painting, Drawing & Calligraphy

BTEC Level 1 Award Oil Painting & Drawing

*C00560-111201 (PK)	9/1/12	9/7/12	22	Mon	10:00	13:00	£390	£60
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BTEC Level 1 Award Drawing from Scratch

*C00572-111201 (CL)	23/2/12	28/6/12	16	Thu	19:00	21:30	£245	£45
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Concessionary fees - online enrolment is available for some courses, but if you think you are entitled to pay the concessionary rate you will need to enrol in person, bringing along proof of your eligibility.

Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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Painting, Drawing & Calligraphy

 Email: ccs@racc.ac.uk

Lettering & Calligraphy

*C00138-111202 (CL)	10/1/12	27/3/12	11	Tue	10:00	13:00	£225	£27
*C00138-111203 (CL)	17/4/12	10/7/12	12	Tue	10:00	13:00	£243	£27

Drawing from Scratch

C00142-111202 (CL)	12/1/12	22/3/12	10	Wed	19:00	21:30	£175	£175
C00142-111203 (CL)	19/4/12	28/6/12	10	Thu	19:00	21:30	£175	£175

Painting & Drawing from Scratch

C00291-111202 (CL)	10/1/12	20/3/12	10	Tue	09:30	12:00	£177	£177
C00291-111203 (CL)	17/4/12	26/6/12	10	Tue	09:30	12:00	£177	£177

Painting & Drawing

C00561-111201 (PK)	10/1/12	27/3/12	11	Tue	10:00	13:00	£345	£345
C00154-111203 (PK)	21/2/12	3/7/12	17	Tue	19:00	21:30	£290	£290
C00154-111204 (CL)	24/2/12	6/7/12	17	Fri	09:30	12:30	£338	£338
C00562-111201 (PK)	17/4/12	10/7/12	12	Tue	10:00	13:00	£213	£213

Waterbased Painting & Drawing

C00145-111206 (CL)	22/2/12	11/7/12	18	Wed	09:30	12:30	£357	£357
C00145-111207 (PK)	23/2/12	17/5/12	11	Thu	09:30	12:30	£224	£224
C00145-111208 (CL)	23/2/12	12/7/12	18	Thu	09:30	12:30	£350	£350
C00145-111209 (PK)	19/4/12	5/7/12	11	Thu	09:30	12:30	£224	£224
C00145-111210 (CL)	21/4/12	30/6/12	10	Sat	10:00	13:00	£205	£205

Watercolours from Scratch

C00290-111202 (CL)	10/1/12	27/3/12	11	Tue	13:30	16:30	£218	£218
C00290-111203 (CL)	17/4/12	10/7/12	12	Tue	13:30	16:30	£236	£236

Botanical Painting & Drawing

C00146-111202 (CL)	22/2/12	27/6/12	16	Wed	13:30	16:30	£319	£319
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Oil Painting from Scratch

C00147-111202 (CL)	11/1/12	28/3/12	11	Wed	19:00	21:30	£194	£194
C00147-111203 (CL)	18/4/12	4/7/12	11	Wed	19:00	21:30	£194	£194

Acrylic Painting for Beginners

C00571-111201 (CL)	19/1/12	15/3/12	8	Thu	18:00	21:00	£110	£110
C00571-111202 (CL)	26/4/12	21/6/12	8	Thu	18:00	21:00	£164	£164

Illustration

Children's Book Illustration - All levels

*C00322-111202 (CL)	10/1/12	27/3/12	11	Tue	18:30	21:30	£224	£26
*C00322-111203 (CL)	17/4/12	3/7/12	11	Tue	18:30	21:30	£224	£26

Illustration

C00434-111201 (CL)	23/2/12	28/6/12	16	Thu	09:30	12:00	£271	£271
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Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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ART, DESIGN & MEDIA

 Email: ccs@racc.ac.uk

Photography, Film & Media

BTEC Higher National Certificate (HNC) in Photography Level 4

(i)*C00363-121401 (CL)	14/9/12	17/7/14	72	Fri	10:00	17:00	TBA	TBA
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Access to Photography & Digital Media Level 3

(i)*C00003-121301 (CL)	10/9/12	13/7/13	35	Mon, Tue	09:30	16:30/ 17:30	TBA	TBA
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BTEC Level 1 Award Photography

*C00465-111202 (CL)	28/2/12	3/7/12	16	Tue	18:30	21:30	£295	£55
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BTEC Level 1 Award Portraiture Photography

*C00581-111201 (CL)	18/1/12	23/5/12	16	Wed	09:30	12:30	£295	£55
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BTEC Level 1 Award Storytelling through Photography & Film

*C00582-111201 (CL)	18/1/12	23/5/12	16	Wed	18:30	21:30	£295	£55
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BTEC Level 1 Award Photography for Journalism

*C00583-111201 (PK)	12/1/12	29/3/12	11	Thu + 1 Sat	09:30	15:30	£218	£55
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Photoshop for Photographers

C00168-111203 (PK)	11/1/12	21/3/12	10	Wed	19:00	21:00	£145	£145
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C00168-111204 (PK)	12/1/12	22/3/12	10	Thu	10:00	12:00	£145	£145
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C00168-111205 (PK)	18/4/12	27/6/12	10	Wed	19:00	21:00	£145	£145
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C00168-111206 (PK)	19/4/12	28/6/12	10	Thu	10:00	12:00	£145	£145
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Digital Photography - The Basics

C00169-111203 (PK)	11/1/12	21/3/12	10	Wed	19:00	21:00	£145	£145
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C00169-111204 (PK)	12/1/12	22/3/12	10	Thu	13:00	15:00	£145	£145
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C00169-111205 (PK)	18/4/12	27/6/12	10	Wed	19:00	21:00	£145	£145
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C00169-111206 (PK)	19/4/12	28/6/12	10	Thu	13:00	15:00	£145	£145
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Introduction to Software for Artists (Photoshop, InDesign, Illustrator) - PC

*B00433-111201 (RBS)	10/1/12	7/2/12	4	Tue	16:00	18:00	£80	£30
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Improve your Digital Photography

C00435-111203 (PK)	14/1/12	4/2/12	4	Sat	10:00	13:00	£92	£92
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C00435-111204 (PK)	3/3/12	26/3/12	4	Sat	10:00	13:00	£92	£92
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C00435-111205 (PK)	21/4/12	12/5/12	4	Sat	10:00	13:00	£92	£92
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C00435-111206 (PK)	16/6/12	7/7/12	4	Sat	10:00	13:00	£92	£92
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IT Skills for Digital Photographers

*B00440-111201 (RBS)	21/2/12	20/3/12	5	Tue	16:00	18:00	£80	£30
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Photoshop Portrait Retouching

*C00466-111201 (CL)	9/1/12	26/3/12	11	Mon	18:30	21:30	£223	£25
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Studio Photography Intermediate/Advanced

*C00487-111202 (CL)	12/1/12	29/3/12	11	Thu	18:30	21:30	£223	£25
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*C00487-111203 (CL)	12/1/12	29/3/12	11	Thu	09:30	12:30	£223	£25
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Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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Photography, Film & Media

 Email: ccs@racc.ac.uk

Location Photography

*C00527-111201 (CL)	16/4/12	9/7/12	11	Mon	18:30	21:30	£223	£25
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*C00527-111202 (CL)	19/4/12	12/7/12	12	Thu	18:30	21:30	£241	£25
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*C00527-111203 (CL)	19/4/12	5/7/12	11	Thu	09:30	12:30	£223	£25
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Event Photography

*C00584-111201 (PK)	4/2/12	11/2/12	2	Sat	10:00	16:00	£90	£30
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Photography Studies: Portraiture

*C00585-111201 (CL)	1/2/12	28/3/12	8	Wed	13:00	15:30	£140	£20
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Picture Framing & Restoration of Watercolours & Oils

Restoration of Oil Paintings

*C00158-111202 (PK)	22/2/12	11/7/12	18	Wed	17:30	20:30	£357	£33
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Picture Framing & Mounting

*C00467-111202 (CL)	16/1/12	12/3/12	8	Mon	13:30	16:00	£145	£25
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*C00467-111203 (CL)	16/4/12	18/6/12	8	Mon	13:30	16:00	£145	£25
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Antique Furniture Restoration

*C00526-111203 (CL)	23/2/12	12/7/12	18	Thu	12:00	15:00	£357	£33
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Restoration of Watercolours & Frames

*C00579-111201 (CL)	17/1/12	27/3/12	10	Tue	10:30	13:30	£205	£25
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*C00579-111202 (CL)	17/4/12	26/6/12	10	Tue	10:30	13:30	£205	£25
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Printmaking

Advanced Printmaking

*C00130-111202 (CL)	18/1/12	31/3/12	10	Wed	13:30	16:30	£225	£45
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Advanced Printmaking Workshop - Untutored for Existing Students

C00563-111201 (CL)	20/1/12	30/3/12	10	Fri	09:30	12:30	£145	£145
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C00563-111202 (CL)	20/4/12	29/6/12	10	Fri	09:30	12:30	£145	£145
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Printmaking - Intro to Etching Techniques

*C00299-111201 (CL)	18/1/12	28/3/12	10	Wed	09:30	12:30	£225	£45
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Printmaking - Collograph/Experimental

*C00470-111201 (CL)	18/4/12	27/6/12	10	Wed	13:30	16:30	£225	£45
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Printmaking to Cardmaking

*C00576-111201 (CL)	22/2/12	28/3/12	6	Wed	18:30	21:30	£128	£20
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Courses marked with * - bursary may apply.

Visit www.racc.ac.uk/course-fees for details of who is eligible for fee remission on courses.

Courses marked with (i) - interview required.

Students must attend an Information day or have a telephone interview before enrolment as they will need staff approval to enrol visit www.racc.ac.uk/infodays for dates and times.

Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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ART, DESIGN & MEDIA

 Email: ccs@racc.ac.uk

Woodworking & Woodcarving

Woodwork All Levels

*C00122-111203 (CL)	20/1/12	30/3/12	10	Fri	09:30	12:30	£205	£25
*C00122-111204 (CL)	23/2/12	12/7/12	18	Thu	19:00	21:30	£295	£25
*C00122-111205 (CL)	20/4/12	29/6/12	10	Fri	09:30	12:30	£205	£25

Woodcarving Int/Adv

*C00522-111202 (CL)	22/2/12	11/7/12	18	Wed	13:30	16:30	£357	£33
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BTEC Level 1 Award Wood Carving

*C00578-111201 (CL)	18/1/12	27/6/12	20	Wed	18:30	21:30	£340	£40
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DANCE

 Email: ccs@racc.ac.uk

Ballroom

Spring Tea Dance

C00486-111201 (PK)	19/3/12	19/3/12	1	Mon	14:00	16:00	£5	£5
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Summer Tea Dance

C00488-111201 (PK)	21/5/12	21/5/12	1	Mon	14:00	16:00	£5	£5
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Burlesque

Burlesque Dancing

C00546-111201 (CL)	17/1/12	13/3/12	8	Tue	19:15	20:15	£63	£63
C00546-111202 (CL)	8/5/12	3/7/12	8	Tue	19:15	20:15	£63	£63

Flamenco

Spanish Flamenco Beginners/Improvers

S00089-111201 (PK)	9/1/12	26/3/12	11	Mon	20:00	21:00	£81	£81
S00090-111202 (PK)	16/4/12	9/7/12	11	Mon	20:00	21:00	£81	£81

Spanish Flamenco Intermediate

S00090-111201 (PK)	9/1/12	26/3/12	11	Mon	19:00	20:00	£81	£81
S00090-111203 (PK)	16/4/12	9/7/12	11	Mon	19:00	20:00	£81	£81

Courses marked with * - bursary may apply.

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Courses marked with (i) – interview required.

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Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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DANCE

 Email: ccs@racc.ac.uk

Salsa

Salsa Beginners/Elementary

S00083-111202 (PK)	10/1/12	27/3/12	11	Tue	18:45	20:00	£99	£99
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Salsa Beginners/Improvers

S00249-111201 (PK)	14/1/12	31/3/12	11	Sat	10:30	11:45	£99	£99
S00083-111203 (PK)	17/4/12	3/7/12	11	Tue	18:45	20:00	£99	£99

Salsa Improvers/Intermediate

S00084-111202 (PK)	10/1/12	27/3/12	11	Tue	20:00	21:15	£99	£99
S00084-111203 (PK)	17/4/12	3/7/12	11	Tue	20:00	21:15	£99	£99

Tap

Tap Beginners/Elementary

S00098-111202 (PK)	11/1/12	28/3/12	11	Wed	18:45	20:00	£99	£99
S00098-111203 (PK)	18/4/12	4/7/12	11	Wed	18:45	20:00	£99	£99

Tap Improvers/Intermediate

S00099-111202 (PK)	11/1/12	28/3/12	11	Wed	20:00	21:15	£99	£99
S00099-111203 (PK)	18/4/12	4/7/12	11	Wed	20:00	21:15	£99	£99

Tap for Beginners/Improvers

S00100-111202 (PK)	14/1/12	31/3/12	11	Sat	10:30	11:45	£99	£99
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Turkish Belly Dancing

Turkish Belly Dancing Beginners/Improvers

S00105-111201 (PK)	12/1/12	29/3/12	11	Thu	18:45	20:00	£99	£99
S00105-111202 (PK)	19/4/12	5/7/12	11	Thu	18:45	20:00	£99	£99

Turkish Belly Dancing Intermediate

S00106-111201 (PK)	12/1/12	29/3/12	11	Thu	20:00	21:15	£99	£99
S00106-111202 (PK)	19/4/12	5/7/12	11	Thu	20:00	21:15	£99	£99

Concessionary fees - online enrolment is available for some courses, but if you think you are entitled to pay the concessionary rate you will need to enrol in person, bringing along proof of your eligibility - see page 60 for details.

For the latest information on any RACC course, it's always best to check times, dates and course outlines online. Simply type in the course code or course title you are looking for via the 'course search' box located at the top right hand corner of the website and you will see the most up-to-date course information displayed.

Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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HUMANITIES, ENGLISH & CREATIVE WRITING

English

 Email: ccs@racc.ac.uk

GCSE English Level 2

(i)*C00320-111204 (PK)	10/1/12	10/5/12	15	Tu, We, Th	13:00	15:00	£495	£0/£45
(i)*C00320-111205 (PK)	10/1/12	15/5/12	16	Tue+3 Sats	18:30	21:30	£330	£0/£45
(i)*C00320-111206 (PK)	12/1/12	18/5/12	16	Fri+3 Sats	09:30	12:30	£330	£0/£45

Humanities

Access to HE Humanities

(i)*L00003-121301 (PK)	20/9/12	12/7/13	34	Tue,Wed	10:00	16:30	TBA	TBA
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Level 1 PSE Certificate

(i)*C00547-111201 (PK)	9/1/12	11/6/12	18	Mon	15:00	16:30	£186	£51
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Ancient Mesopotamia Three: Babylon and Persia

C00410-111202 (PK)	18/4/12	4/7/12	11	Wed	14:15	16:15	£147	£147
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Ancient Mesopotamia Two: The Clash of Empires

C00410-111203 (PK)	11/1/12	28/3/12	11	Wed	14:15	16:15	£147	£147
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Ideas that Transformed our World

C00548-111201 (PK)	23/2/12	23/2/12	1	thu	19:00	21:30	£10	£10
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Journalism & Writing Skills

Introduction to Creative Writing

*C00387-111203 (PK)	11/1/12	21/3/12	10	Wed	19:00	21:00	£135	£15
*C00387-111204 (PK)	18/4/12	27/6/12	10	Wed	19:00	21:00	£135	£15

Creative Writing - Writing for Children

*C00425-111201 (PK)	17/1/12	27/3/12	10	Tue	19:00	21:00	£135	£15
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Creative Writing for Beginners

*C00426-111201 (PK)	10/1/12	20/3/12	10	Tue	09:30	11:30	£135	£15
*C00426-111202 (PK)	17/4/12	26/6/12	10	Tue	09:30	11:30	£135	£15

Intro to Reviewing for the Internet

*C00437-111202 (PK)	18/4/12	16/5/12	5	Wed	19:00	21:00	£75	£15
*C00437-111203 (PK)	11/1/12	8/2/12	5	Wed	19:00	21:00	£75	£15

Introduction to Writing Sketches

*C00443-111201 (PK)	17/1/12	27/3/12	10	Tue	19:00	21:00	£135	£15
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Journalism - Introduction to Journalism

*C00454-111202 (PK)	11/1/12	21/3/12	10	Wed	19:00	21:00	£135	£15
*C00454-111203 (PK)	25/4/12	4/7/12	10	Wed	19:00	21:00	£135	£15

Concessionary fees - online enrolment is available for some courses, but if you think you are entitled to pay the concessionary rate you will need to enrol in person, bringing along proof of your eligibility - see page 60 for details.

Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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Journalism & Writing Skills

 Email: ccs@racc.ac.uk

Creative Writing: Scriptwriters' Workshop

*C00479-111202 (PK)	4/2/12	11/2/12	2	Sat	10:00	16:00	£75	£15
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Shakespeare in Close-Up: The Taming of the Shrew

C00480-111202 (PK)	20/1/12	30/3/12	10	Fri	13:00	15:00	£135	£135
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Shakespeare in Close-Up: Henry V

C00480-111203 (PK)	20/4/12	29/6/12	10	Fri	13:00	15:00	£135	£135
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Writing from Interviews

*C00525-111201 (PK)	12/1/12	9/2/12	5	Thu	19:00	21:00	£75	£15
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Community Journalism - Creating a Local Magazine

*C00528-111202 (PK)	13/1/12	23/3/12	10	Fri	09:30	11:30	£135	£15
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Introduction to Writing Sitcoms

*C00554-111201 (PK)	17/4/12	26/6/12	10	Tue	19:00	21:00	£135	£15
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Creative Writing - The Hero's Journey

*L00014-111201 (PK)	12/1/12	9/2/12	5	Thu	19:00	21:00	£75	£15
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Creative Writing - Advanced Critical Workshop

*L00016-111202 (PK)	10/1/12	20/3/12	10	Tue	12:00	14:00	£135	£15
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*L00016-111203 (PK)	17/4/12	26/6/12	10	Tue	12:00	14:00	£135	£15
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Developing Your Novel

*L00018-111202 (PK)	12/6/12	10/7/12	5	Tue	19:00	21:00	£75	£15
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Write a Novel in a Month

*L00101-111202 (PK)	14/1/12	11/2/12	5	Sat	10:30	12:30	£75	£15
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*L00101-111203 (PK)	21/4/12	19/5/12	5	Sat	10:30	12:30	£75	£15
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Writing Freelance Magazine Articles

*L00104-111202 (PK)	23/2/12	22/3/12	5	Thu	19:00	21:00	£75	£15
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*L00104-111203 (PK)	17/5/12	21/6/12	5	Thu	19:00	21:00	£75	£15
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Literature & Poetry

Introduction to the Pre-Raphaelite Poets

C00441-111201 (PK)	18/4/12	27/6/12	10	Wed	13:00	15:00	£135	£135
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The Works of Jane Austen in Close-Up

C00519-111202 (PK)	22/2/12	28/3/12	6	Wed	13:00	15:00	£87	£87
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Introduction to American Literature: Colonies to Hemingway

C00556-111201 (PK)	25/4/12	4/7/12	10	Wed	19:00	21:00	£135	£135
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Courses marked with * - bursary may apply.

Visit www.racc.ac.uk/course-fees for details of who is eligible for fee remission on courses.

Courses marked with (i) - interview required.

Students must attend an Information day or have a telephone interview before enrolment as they will need staff approval to enrol visit www.racc.ac.uk/infodays for dates and times.

Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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HUMANITIES, ENGLISH & CREATIVE WRITING

Mythology

 Email: ccs@racc.ac.uk

Myths from Around the World Part 2

C00459-111202 (PK)	11/1/12	21/3/12	10	Wed	09:30	11:30	£135	£135
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Myths of Ancient Egypt

C00460-111201 (PK)	13/6/12	11/7/12	5	Wed	12:00	14:00	£75	£75
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Myths of the American Indians

C00461-111201 (PK)	11/6/12	9/7/12	5	Mon	09:30	11:30	£75	£75
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Myths of the Vikings

C00463-111201 (PK)	16/1/12	26/3/12	10	Mon	12:00	14:00	£135	£135
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LANGUAGES

 Email: ccs@racc.ac.uk

IT & Internet Skills for Languages

*B00438-111201 (RBS)	17/1/12	7/2/12	4	Tue	12:00	14:30	£80	£30
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British Sign Language

Level 1 BSL Level 1 Beginners

*C00074-111202 (PK)	10/1/12	17/7/12	24	Tue	19:00	21:30	£385	£85
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BSL Introduction to BSL

C00077-111201 (PK)	11/6/12	9/7/12	5	Mon	19:00	21:00	£75	£75
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French

French Crème de la Crème Grammar

C00008-111201 (PK)	20/2/12	9/7/12	17	Mon	09:30	11:00	£171	£171
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French Crème de la Crème Conversation

C00010-111201 (PK)	20/2/12	9/7/12	17	Mon	11:30	13:30	£219	£219
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French Advanced Conversation

C00564-111201 (PK)	23/2/12	5/7/12	17	Thu	09:30	11:30	£135	£135
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C00012-111201 (PK)	23/2/12	5/7/12	17	Thu	11:45	13:45	£219	£219
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C00012-111202 (PK)	24/2/12	6/7/12	17	Fri	09:30	11:30	£219	£219
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French Year 4/5 Conversation & Grammar

C00016-111201 (CL)	20/2/12	9/7/12	17	Mon	19:15	21:15	£219	£219
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French Year 3

C00238-111203 (PK)	20/2/12	9/7/12	17	Mon	09:30	11:30	£219	£219
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C00238-111204 (PK)	22/2/12	4/7/12	17	Wed	19:15	21:15	£219	£219
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Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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French

 Email: ccs@racc.ac.uk

French Year 2 stage 2

C00024-111201 (PK)	20/2/12	9/7/12	17	Mon	12:00	14:00	£219	£219
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C00024-111202 (PK)	21/2/12	3/7/12	17	Tue	19:15	21:15	£219	£219
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French Year 1 stage 2

C00026-111201 (PK)	20/2/12	9/7/12	17	Mon	19:15	21:15	£219	£219
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C00026-111202 (PK)	24/2/12	6/7/12	17	Fri	09:30	11:30	£219	£219
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French Year 1 Beginners

C00027-111201 (PK)	16/1/12	3/7/12	20	Mon	19:15	21:15	£255	£255
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French for Holidays Beginners

C00028-111201 (PK)	24/4/12	3/7/12	10	Tue	19:15	21:15	£135	£135
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French - Holiday Basics

C00430-111201 (PK)	12/6/12	10/7/12	5	Tue	19:15	21:15	£75	£75
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French Intensive for Beginners

C00431-111202 (PK)	25/2/12	31/3/12	6	Sat	09:30	14:00	£159	£159
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German

German for Beginners

C00566-111201 (PK)	17/1/12	10/7/12	22	Tue	19:15	21:15	£291	£291
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Italian

Italian Advanced Conversation & Current Affairs

C00030-111201 (PK)	22/2/12	4/7/12	17	Wed	09:30	11:30	£219	£219
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C00030-111202 (PK)	22/2/12	4/7/12	17	Wed	11:45	13:45	£219	£219
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Italian Year 4

C00034-111202 (PK)	22/2/12	4/7/12	17	Wed	19:15	21:15	£219	£219
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C00034-111203 (PK)	24/2/12	6/7/12	17	Fri	09:30	11:30	£219	£219
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Italian Year 2 stage 2

C00039-111201 (PK)	20/2/12	9/7/12	17	Mon	11:30	13:30	£219	£219
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Italian Year 1 Stage 2

C00041-111201 (PK)	23/2/12	5/7/12	17	Thu	19:15	21:15	£219	£219
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C00041-111202 (PK)	24/2/12	6/7/12	17	Fri	11:45	13:45	£219	£219
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Italian Year 1 Beginners

C00445-111201 (PK)	18/1/12	27/6/12	20	Wed	19:15	21:15	£255	£255
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Italian Intensive for Beginners

C00444-111202 (PK)	25/2/12	31/3/12	6	Sat	09:30	14:00	£159	£159
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Italian for Holidays

C00043-111201 (PK)	17/1/12	27/3/12	10	Tue	19:15	21:15	£135	£135
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C00043-111202 (PK)	24/4/12	3/7/12	10	Tue	19:15	21:15	£135	£135
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Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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LANGUAGES

 Email: ccs@racc.ac.uk

Japanese

Japanese Year 2 Stage 2

C00047-111201 (PK)	23/2/12	5/7/12	17	Thu	19:15	21:15	£219	£219
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Japanese Year 1 Stage 2

C00045-111201 (PK)	22/2/12	4/7/12	17	Wed	19:15	21:15	£219	£219
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Russian

Russian Year 1 Beginners Stage 2

C00053-111201 (PK)	23/2/12	5/7/12	17	Thu	19:15	21:15	£219	£219
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Spanish

Spanish Adv Conversation & Current Affairs

C00056-111203 (PK)	22/2/12	4/7/12	17	Wed	17:15	19:15	£219	£219
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C00056-111204 (PK)	24/2/12	6/7/12	17	Fri	11:30	13:30	£219	£219
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Spanish Advanced Conversation & Grammar

C00058-111202 (PK)	24/2/12	6/7/12	17	Fri	09:30	11:30	£219	£219
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Spanish Advanced Conversation & Hispanic Culture

C00537-111202 (PK)	23/2/12	5/7/12	17	Thu	09:30	11:30	£219	£219
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Spanish Advanced Grammar

C00567-111201 (PK)	19/1/12	5/7/12	21	Thu	11:30	13:00	£204	£204
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Spanish Year 5

C00485-111202 (PK)	22/2/12	4/7/12	17	Wed	19:15	21:15	£219	£219
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Spanish Year 4

C00060-111202 (PK)	21/2/12	3/7/12	17	Tue	09:30	11:30	£219	£219
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Spanish Year 3

C00062-111202 (PK)	22/2/12	4/7/12	17	Wed	19:15	21:15	£219	£219
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Spanish Year 2 stage 2

C00065-111204 (CL)	20/2/12	9/7/12	17	Mon	19:15	21:15	£219	£219
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C00066-111202 (PK)	21/2/12	3/7/12	17	Tue	11:30	13:30	£219	£219
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Spanish Year 1 stage 2

C00068-111201 (PK)	21/2/12	3/7/12	17	Tue	19:15	21:15	£219	£219
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C00068-111202 (PK)	22/2/12	4/7/12	17	Wed	12:00	14:00	£219	£219
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C00068-111203 (PK)	23/2/12	5/7/12	17	Thu	19:15	21:15	£219	£219
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Spanish for Beginners

C00071-111201 (PK)	17/1/12	26/6/12	20	Tue	19:15	21:15	£255	£255
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C00565-111201 (PK)	18/1/12	11/7/12	22	Wed	09:30	11:30	£279	£279
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Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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Spanish

 Email: ccs@racc.ac.uk

Spanish for Holidays Beginners

C00071-111202 (PK)	19/4/12	28/6/12	10	Thu	19:15	21:15	£135	£135
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Spanish Intensive Beginners

C00483-111202 (PK)	25/2/12	31/3/12	6	Sat	09:30	14:00	£159	£159
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MUSIC & CHOIRS

 Email: ccs@racc.ac.uk

Choirs

Parkshot Singers

C00199-111202 (PK)	24/2/12	13/7/12	18	Fri	14:00	16:00	£231	£231
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Richmond Choral Society - Music for Easter

C00476-111202 (PK)	9/1/12	26/3/12	11	Mon	19:00	21:00	£171	£171
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Richmond Choral Society - Purcell: Dido & Aeneas plus an ode

C00476-111201 (PK)	16/4/12	9/7/12	11	Mon	19:00	21:00	£171	£171
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Solo Singing

C00198-111202 (PK)	23/2/12	12/7/12	18	Thu	19:30	21:30	£243	£243
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Introduction to Singing Opera

C00200-111202 (PK)	13/1/12	30/3/12	11	Fri	11:45	13:45	£171	£171
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C00200-111203 (PK)	20/4/12	6/7/12	11	Fri	11:45	13:45	£171	£171
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Acoustic Guitar - Beginners

C00409-111201 (PK)	14/1/12	31/3/12	11	Sat	14:30	16:30	£147	£147
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Come to the Opera - Rossini and his Contemporaries 2

C00424-111202 (PK)	12/1/12	29/3/12	11	Thu	11:30	13:30	£147	£147
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C00424-111203 (PK)	19/4/12	5/7/12	11	Thu	11:30	13:30	£147	£147
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Music

Piano from the Beginning

C00177-111202 (PK)	11/1/12	28/3/12	11	Wed	19:00	21:00	£147	£147
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Piano for Beginners

C00177-111203 (PK)	17/4/12	3/7/12	11	Tue	19:00	21:00	£147	£147
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Piano Continuers

C00179-111201 (PK)	10/1/12	27/3/12	11	Tue	19:00	21:00	£147	£147
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Piano Intermediate

C00181-111201 (PK)	20/2/12	9/7/12	17	Mon	19:00	21:00	£219	£219
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Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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MUSIC & CHOIRS

 Email: ccs@racc.ac.uk

Music

Guitar from the Beginning

C00183-111202 (PK)	20/2/12	9/7/12	17	Mon	18:30	20:00	£171	£171
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Guitar Continuers

C00186-111201 (PK)	20/2/12	9/7/12	17	Mon	20:00	21:30	£171	£171
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Acoustic Guitar - Blues and Beyond

C00187-111202 (PK)	21/4/12	7/7/12	11	Sat	14:30	16:30	£147	£147
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Singing from Scratch

C00196-111203 (CL)	9/1/12	26/3/12	11	Mon	19:30	21:00	£117	£117
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C00196-111204 (PK)	23/2/12	12/7/12	18	Thu	17:45	19:15	£177	£177
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C00196-111205 (CL)	16/4/12	9/7/12	11	Mon	19:30	21:00	£117	£117
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Come to the Opera - Rossini and his Contemporaries 3

C00424-111203 (PK)	19/4/12	5/7/12	11	Thu	11:30	13:30	£147	£147
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Music Appreciation - The Lesser Known Masterpieces

C00458-111202 (PK)	9/1/12	26/3/12	11	Mon	11:30	13:30	£147	£147
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Music Appreciation - The Women Composers

C00458-111203 (PK)	23/4/12	16/7/12	11	Mon	11:30	13:30	£147	£147
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Rock Guitar

C00477-111201 (PK)	12/1/12	29/3/12	11	Thu	19:00	21:00	£147	£147
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Music Technology

Access to HE Music Technology

*C00203-121301 (PK)	20/9/12	12/7/13	34	Tue,Wed	10:00	16:30	TBA	TBA
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Introduction to Software for Musicians

*B00434-111201 (RBS)	20/2/12	19/3/12	5	Mon	16:00	18:00	£80	£30
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Audio Software (Logic Pro) - Mac

*B00435-111201 (RBS)	17/1/12	27/3/12	10	Tue	16:00	18:00	£130	£30
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RICHMOND JAZZ SCHOOL

 Email: ccs@racc.ac.uk

Jazz History

C00213-111202 (PK)	20/2/12	9/7/12	17	Mon	14:00	16:00	£245	£245
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Jazz Singing Introduction

C00214-111202 (PK)	25/2/12	14/7/12	18	Sat	10:45	12:45	£258	£258
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Jazz Vocal Performance

C00216-111202 (PK)	25/2/12	14/7/12	18	Sat	14:30	16:30	£258	£258
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Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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Richmond Jazz School

 Email: ccs@racc.ac.uk

Jazz Vocal Masterclass 1

C00217-111202 (PK)	14/1/12	31/3/12	11	Sat	14:30	16:30	£204	£204
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C00217-111203 (PK)	21/4/12	14/7/12	12	Sat	10:45	12:45	£221	£221
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Jazz Rhythm Section Workshop

C00220-111202 (PK)	25/2/12	14/7/12	18	Sat	11:00	13:00	£258	£258
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Jazz Piano Intermediate

C00221-111202 (PK)	25/2/12	14/7/12	18	Sat	11:30	13:30	£258	£258
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Jazz Performance Ensemble 1

C00223-111202 (PK)	25/2/12	14/7/12	18	Sat	14:30	16:30	£258	£258
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Jazz Performance Ensemble 2

C00224-111202 (PK)	25/2/12	14/7/12	18	Sat	14:30	16:30	£258	£258
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Jazz Performance Ensemble 3

C00225-111202 (PK)	25/2/12	14/7/12	18	Sat	14:30	16:30	£258	£258
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Jazz Ensemble 1

C00226-111202 (PK)	25/2/12	14/7/12	18	Sat	14:30	16:30	£258	£258
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Jazz Guitar Intermediate

C00228-111202 (PK)	25/2/12	14/7/12	18	Sat	09:30	11:30	£258	£258
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Jazz Guitar Advanced

C00229-111202 (PK)	25/2/12	14/7/12	18	Sat	11:30	13:30	£258	£258
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Jazz Saxophone - An Introduction

C00230-111202 (PK)	25/2/12	14/7/12	18	Sat	09:30	11:30	£258	£258
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Jazz Saxophone Intermediate

C00231-111202 (PK)	25/2/12	14/7/12	18	Sat	11:30	13:30	£258	£258
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Easter Jazz at Richmond Jazz School

C00306-111201 (PK)	3/4/12	5/4/12	1	Tue,Wed	10:00	17:00	£197	£197
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C00306-111201 (PK)	3/4/12	5/4/12	1	Tue,Wed	10:00	18:00	£197	£197
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Basic Jazz Piano for Singers

C00415-111202 (PK)	14/1/12	24/3/12	10	Sat	13:00	14:00	£79	£79
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Intro to Jazz Rhythm Section (Drums, Bass, Piano, Guitar)

C00436-111202 (PK)	25/2/12	14/7/12	18	Sat	09:30	11:00	£197	£197
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Jazz Composition and Arranging Level 3

C00447-111201 (PK)	16/6/12	14/7/12	5	Sat	13:30	14:30	£49	£49
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Jazz Composition and Arranging Level 2

C00447-111202 (PK)	25/2/12	24/3/12	5	Sat	13:30	14:30	£49	£49
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Jazz Piano - an Introduction

C00448-111202 (PK)	25/2/12	14/7/12	18	Sat	09:30	11:30	£258	£258
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Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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RICHMOND JAZZ SCHOOL

 Email: ccs@racc.ac.uk

Jazz Theory for Improvisation Level 2

C00449-111202 (PK)	14/1/12	11/2/12	5	Sat	13:30	14:30	£49	£49
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Jazz Theory for Improvisation Level 3

C00449-111203 (PK)	21/4/12	19/5/12	5	Sat	13:30	14:30	£49	£49
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Jazz Vocal Repertoire

C00450-111202 (PK)	25/2/12	24/3/12	5	Sat	11:00	12:30	£69	£69
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Understand & Create Your Own Charts

C00520-111201 (PK)	14/1/12	11/2/12	5	Sat	11:00	12:30	£69	£69
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Summer Jazz at Richmond Jazz School

C00529-111201 (PK)	23/7/12	27/7/12	1	Mon, fri	10:00	18:00	£299	£299
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Jazz Guitar Concert

C00549-111201 (PK)	26/4/12	26/4/12	1	Thu	19:30	21:30	£10	£10
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RICHMOND DRAMA SCHOOL

 Email: ccs@racc.ac.uk

Access to HE Drama

(i)*C00004-121301 (PK)	20/9/12	12/7/13	34	Tue, Wed, Thu	10:00	16:30	TBA	TBA
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Stand up Comedy for Beginners

*C00330-111201 (PK)	16/1/12	26/3/12	10	Mon	19:00	21:00	£135	£5
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RDS - Drama Workshop to Performance

C00474-111202 (PK)	1/3/12	28/6/12	15	Thu	14:00	17:00	£285	£285
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Mime for Beginners

*C00555-111201 (PK)	1/3/12	29/3/12	6	Thu	19:00	21:00	£87	£15
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Stand up Comedy for Beginners & Intermediates

*C00557-111201 (PK)	23/4/12	2/7/12	10	Mon	19:00	21:00	£135	£15
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Lecoq based & Site-specific Theatre

C00558-111201 (PK)	16/1/12	26/3/12	10	Mon	18:30	21:30	£195	£195
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C00558-111202 (PK)	23/4/12	2/7/12	10	Mon	18:30	21:30	£195	£195
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Audition Techniques and Alexander Technique

C00589-111201 (PK)	18/1/12	28/3/12	10	Wed	18:30	20:30	£135	£135
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Courses marked with * - bursary may apply.

Visit www.racc.ac.uk/course-fees for details of who is eligible for fee remission on courses.

Courses marked with (i) – interview required.

Students must attend an Information day or have a telephone interview before enrolment as they will need staff approval to enrol visit www.racc.ac.uk/infodays for dates and times.

Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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CARE

 Email: lhd@racc.ac.uk
Tel: 020 8439 8941

Health & Social Care

Dementia Awareness Level 2

(i)*S00173-111201 (CL)	25/4/12	30/5/12	6	Wed	13:30	15:30	£75	£15
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Level 1 Health and Social Care Needs Level 1

(i)*S00174-111201 (CL)	26/4/12	5/7/12	10	Thu	10:00	12:00	£115	£15
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Level 1 Health and Social Care BTEC Level 1 Award

(i)*S00218-111201 (CL)	10/1/12	19/7/12	10	Tue, Thu	12:00	15:00	£345	£95
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Skills for Preparation for Care Work

Level 1 Job Opportunities in Health and Social Care Level 1

(i)*S00175-111201 (CL)	4/5/12	13/7/12	10	Fri	10:00	12:00	£115	£15
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COOKERY & FOOD HYGIENE

Cookery

 Email: lhd@racc.ac.uk
Tel: 020 8439 8941

Baking as a Business

*S00261-111201 (CL)	19/1/12	29/3/12	10	Thu	16:30	18:30	£115	£15
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Cookery - Cake Decoration for Beginners

*S00022-111202 (CL)	16/1/12	26/3/12	10	Mon	19:00	21:30	£165	£15
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*S00022-111203 (CL)	23/4/12	9/7/12	10	Mon	19:00	21:30	£165	£15
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*S00022-111204 (CL)	24/4/12	3/7/12	10	Tue	19:00	21:30	£165	£15
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Cookery - The Secrets of Winetasting

S00160-111202 (PK)	9/1/12	9/1/12	1	Mon	18:30	21:30	£33	£33
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Cookery - Around the World on a Plate

S00200-111201 (CL)	18/1/12	28/3/12	10	Wed	19:00	21:30	£165	£165
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Cookery - Cake Decoration for Improvers

S00201-111202 (CL)	21/2/12	27/3/12	6	Tue	19:00	21:30	£105	£105
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Cookery - Cook Like a Celebrity Chef

S00202-111201 (CL)	10/1/12	31/1/12	4	Tue	19:00	21:30	£75	£75
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Cookery - Cook Now Dine Later

S00203-111201 (CL)	26/4/12	5/7/12	10	Thu	19:00	21:30	£165	£165
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Cookery - Flavours of the Orient

S00204-111201 (CL)	19/1/12	29/3/12	10	Thu	19:00	21:30	£165	£165
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Cookery - Knife Skills in the Kitchen

S00206-111201 (CL)	7/2/12	7/2/12	1	Tue	18:30	21:30	£33	£33
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Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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COOKERY & FOOD HYGIENE

Cookery

Cookery - Nearly Vegetarian

S00207-111201 (CL)	13/6/12	11/7/12	5	Wed	19:00	21:30	£93	£93
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Cookery - Sunshine Food

S00208-111201 (CL)	25/4/12	30/5/12	6	Wed	19:00	21:30	£105	£105
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Cook a Meal in Under an Hour

*S00260-111201 (CL)	18/1/12	28/3/12	10	Wed	17:30	18:45	£93	£15
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Food Hygiene

Food Hygiene – CIEH Food Safety in Catering Level 2 Award

S00047-111205 (PK)	11/2/12	11/2/12	1	Sat	10:00	17:00	£75	£75
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S00047-111206 (PK)	24/3/12	24/3/12	1	Sat	10:00	17:00	£75	£75
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S00047-111207 (CL)	25/5/12	25/5/12	1	Fri	10:00	17:00	£75	£75
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Developing Work Skills and Food Hygiene Certificate

*S00267-111201 (CL)	12/1/12	29/3/12	11	Thu	09:30	12:30	£0	£0
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 Email: lhd@racc.ac.uk
Tel: 020 8439 8941

COUNSELLING

 Email: lhd@racc.ac.uk
Tel: 020 8439 8941

Counselling Level 3 Certificate

(i)*S00037-111201 (CL)	22/2/12	11/7/12	18	Wed	09:30	15:00	£569	£144
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(i)*S00037-111202 (CL)	22/2/12	11/7/12	18	Wed	18:00	21:30	£569	£144
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Counselling - An Introduction

S00035-111203 (PK)	21/4/12	21/4/12	1	Sat	10:00	13:00	£33	£33
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S00035-111204 (CL)	19/6/12	19/6/12	1	Tue	10:00	13:00	£33	£33
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GCSEs / AS / A2

 Email: lhd@racc.ac.uk
Tel: 020 8439 8941

Maths & Science

GCSE Maths Intensive

(i)*L00043-111201 (PK)	9/1/12	11/6/12	18	Mon,Sat	18:30	21:30	£441	£0/£56
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(i)*L00043-111202 (PK)	25/1/12	1/6/12	16	Wed	10:00	12:30	£480	£0/£56
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GCSE Maths Part 2

(i)*L00045-111201 (CL)	9/1/12	11/6/12	18	Mon	18:30	21:30	£316	£0/£56
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(i)*L00045-111202 (PK)	9/1/12	11/6/12	18	Mon	18:30	21:30	£316	£0/£56
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(i)*L00045-111203 (CL)	10/1/12	29/5/12	18	Tue	18:30	21:30	£316	£0/£56
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Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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Maths & Science

 Email: lhd@racc.ac.uk
Tel: 020 8439 8941

GCSE Maths Part 2

(i)*L00045-111204 (CL)	11/1/12	30/5/12	18	Wed	09:30	12:30	£316	£0/£56
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GCSE Science Intensive

(i)*L00048-111204 (CL)	11/1/12	30/5/12	18	Wed	10:00	13:00	£326	£56
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(i)*L00048-111205 (CL)	12/1/12	31/5/12	18	Thu	16:30	19:30	£326	£56
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GCSE Maths - Mock Exam day Unit 2

(i)L00041-111201 (PK)	12/5/12	12/5/12	1	Sat	09:30	15:00	£30	£30
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GCSE Maths - Mock Exam day Unit 3

(i)L00041-111202 (PK)	26/5/12	26/5/12	1	Sat	09:30	15:00	£30	£30
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Maths Exam Success

*L00046-111201 (CL)	2/5/12	30/5/12	5	Wed	19:00	21:00	£80	£15
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English

GCSE English Level 2

(i)*C00320-111204 (PK)	10/1/12	10/5/12	15	Tu, We, Th	13:00	15:00	£495	£0/£45
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(i)*C00320-111205 (PK)	10/1/12	15/5/12	16	Tue+3Sats	18:30	21:30	£330	£0/£45
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(i)*C00320-111206 (PK)	12/1/12	18/5/12	16	Fri+3Sats	09:30	12:30	£330	£0/£45
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LITERACY, NUMERACY & ESOL AND EFL

English as a Foreign Language (EFL)

 Email: lhd@racc.ac.uk
Tel: 020 8439 8941

EFL - English for International Business and Study (CAE)

(i)*L00019-111204 (PK)	11/1/12	30/5/12	18	Wed	09:30	12:30	£339	£15
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(i)*L00019-111205 (CL)	11/1/12	30/5/12	18	Wed	18:30	21:00	£285	£15
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(i)*L00019-111206 (PK)	13/1/12	1/6/12	18	Fri	09:30	12:30	£339	£15
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EFL - Conversation & Pronunciation E2/3

(i)L00020-111202 (CL)	19/1/12	29/3/12	10	Thu	13:00	15:00	£135	£135
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(i)L00020-111203 (CL)	3/5/12	12/7/12	10	Thu	13:00	15:00	£135	£135
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EFL - Conversation & Pronunciation Level 1/2

(i)L00021-111202 (CL)	17/1/12	27/3/12	10	Tue	13:00	15:00	£135	£135
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(i)L00021-111203 (CL)	2/5/12	10/7/12	10	Tue	13:00	15:00	£135	£135
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EFL - English for International Business and Study (CPE)

(i)*L00022-111203 (PK)	11/1/12	30/5/12	18	Wed	09:30	12:30	£339	£15
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(i)*L00022-111204 (PK)	10/1/12	29/5/12	18	Tue	18:30	21:30	£339	£15
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EFL - English for Business E3

(i)*L00023-111202 (CL)	16/1/12	26/3/12	10	Mon	13:00	15:00	£135	£15
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(i)*L00023-111203 (CL)	23/4/12	9/7/12	10	Mon	13:00	15:00	£123	£15
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Course Title

Course Code (Site)

Start Date

End Date

Weeks

Day(s)

Start Time

End Time

EU Price

Concessionary Price

LITERACY, NUMERACY & ESOL AND EFL**English as a Foreign Language (EFL)**Email: lhs@racc.ac.uk
Tel: 020 8439 8941**EFL - English for Business E3/Level 1**

(i)*L00024-111202 (PK)	17/1/12	27/3/12	10	Tue	19:00	21:00	£135	£15
(i)*L00024-111203 (PK)	1/5/12	10/7/12	10	Tue	19:00	21:00	£135	£15

EFL - English for International Business and Study (FCE)

(i)*L00025-111203 (CL)	11/1/12	1/6/12	18	Wed	09:30	11:30	£447	£15
(i)*L00025-111204 (PK)	11/1/12	31/5/12	18	Wed	19:00	21:00	£447	£15

EFL - Grammar E3/Level 1

(i)L00026-111202 (PK)	18/1/12	28/3/12	10	Wed	13:00	15:00	£135	£135
(i)L00026-111203 (PK)	2/5/12	11/7/12	10	Wed	13:00	15:00	£135	£135

EFL - English for International Business and Study (IELTS)

(i)*L00027-111203 (PK)	11/1/12	30/5/12	18	Wed	18:30	21:00	£285	£15
(i)*L00027-111204 (PK)	13/1/12	1/6/12	18	Fri	09:30	12:00	£285	£15
(i)*L00027-111205 (CL)	11/1/12	30/5/12	18	Wed	13:00	15:00	£231	£15

EFL - Writing E3/Level 1

(i)L00028-111202 (PK)	16/1/12	26/3/12	10	Mon	13:00	15:00	£135	£135
(i)L00028-111203 (PK)	23/4/12	9/7/12	10	Mon	13:00	15:00	£135	£135

EFL - English for International Business and Study (PET)

(i)*L00148-111201 (PK)	10/1/12	1/6/12	18	Tue	09:30	11:30	£447	£15
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English for Speakers of Other Languages (ESOL)**ESOL Language Level 2**

(i)*L00079-111201 (CL)	10/1/12	12/7/12	24	Tue	09:30	12:00	£620	£45
(i)*L00079-111202 (PK)	9/1/12	10/7/12	24	Mon	19:00	21:30	£610	£45

ESOL Literacy Level 2

(i)*L00201-111204 (CL)	20/2/12	11/7/12	19	Mon	09:30	12:00	£0	£0
(i)*L00201-111205 (PK)	21/2/12	12/7/12	19	Tue	09:30	12:00	£0	£0
(i)*L00201-111206 (CL)	22/2/12	12/7/12	19	Wed	19:00	21:30	£0	£0

ESOL Literacy Level 2 Waldegrave

(i)*L00224-111203 (WS)	11/1/12	11/7/12	24	Wed	12:30	14:30	£0	£0
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ESOL Language Level 1

(i)*L00075-111201 (PK)	9/1/12	11/7/12	24	Mon	09:30	12:00	£610	£45
(i)*L00075-111202 (CL)	10/1/12	12/7/12	24	Tue	12:30	15:00	£620	£45
(i)*L00075-111203 (PK)	9/1/12	10/7/12	24	Mon	19:00	21:30	£610	£45

Level 1 Intensive English for Life and Work Advanced

(i)*L00186-111201 (CL)	8/5/12	1/6/12	4	Mon	09:00	13:00	£395	£15
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Course Title

Course Code (Site)

Start Date

End Date

Weeks

Day(s)

Start Time

End Time

EU Price

Concessionary Price

English for Speakers of Other Languages (ESOL)**ESOL Literacy Level 1**

(i)*L00199-111204 (CL)	21/2/12	12/7/12	19	Tue	09:30	12:00	£0	£0
(i)*L00199-111205 (PK)	20/2/12	11/7/12	19	Mon	12:30	15:00	£0	£0
(i)*L00203-111202 (PK)	25/2/12	14/7/12	19	Sat	09:30	12:30	£0	£0

ESOL Literacy Level 1 Intensive

(i)*L00200-111202 (CL)	20/2/12	13/7/12	19	Mon	09:30	12:30	£0	£0
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ESOL Literacy Level 1 Waldegrave

(i)*L00224-111202 (WS)	11/1/12	11/7/12	24	Wed	12:30	14:30	£0	£0
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Level 1 English for Life and Work Advanced

*L00229-111201 (PK)	21/2/12	12/7/12	18	Tue	09:30	12:00	£545	£95
*L00229-111202 (CL)	21/2/12	12/7/12	18	Tue	09:30	12:00	£545	£95

ESOL Language Entry 1

(i)*L00064-111202 (PK)	9/1/12	10/7/12	24	Mon	19:00	21:30	£610	£45
(i)*L00064-111203 (CL)	9/1/12	11/7/12	24	Mon	12:30	15:00	£610	£45

ESOL Language Entry 2

(i)*L00068-111201 (CL)	9/1/12	11/7/12	24	Mon	09:30	12:00	£610	£45
(i)*L00068-111202 (PK)	9/1/12	11/7/12	24	Mon	09:30	12:00	£610	£45
(i)*L00068-111203 (PK)	9/1/12	10/7/12	24	Mon	19:00	21:30	£610	£45

ESOL Language Entry 3

(i)*L00071-111201 (CL)	9/1/12	11/7/12	24	Mon	09:30	12:00	£610	£45
(i)*L00071-111202 (PK)	10/1/12	12/7/12	24	Tue	09:30	12:00	£620	£45
(i)*L00071-111204 (PK)	9/1/12	10/7/12	24	Mon	19:00	21:30	£610	£45

Entry Intensive English for Life and Work Intermediate

(i)*L00187-111201 (CL)	8/5/12	1/6/12	4	Mon	09:00	13:00	£395	£15
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ESOL Literacy Entry 1 - Intensive

(i)*L00192-111202 (PK)	20/2/12	13/7/12	19	Mon	09:30	12:30	£0	£0
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ESOL Literacy Beginners

(i)*L00193-111202 (CL)	20/2/12	11/7/12	19	Mon	13:00	15:00	£0	£0
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ESOL Literacy Entry 1

(i)*L00194-111203 (CL)	21/2/12	12/7/12	19	Tue	09:30	12:00	£0	£0
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ESOL Literacy Entry 2 Intensive

(i)*L00195-111202 (CL)	20/2/12	13/7/12	19	Mon	09:30	12:30	£0	£0
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Concessionary fees - online enrolment is available for some courses, but if you think you are entitled to pay the concessionary rate you will need to enrol in person, bringing along proof of your eligibility.

For the latest information on any RACC course, it's always best to check times, dates and course outlines online. Simply type in the course code or course title you are looking for via the 'course search' box located at the top right hand corner of the website and you will see the most up-to-date course information displayed.

Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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LITERACY, NUMERACY & ESOL AND EFL

English for Speakers of Other Languages (ESOL)

ESOL Literacy Entry 2

(i)*L00196-111203 (PK)	21/2/12	12/7/12	19	Tue	09:30	12:00	£0	£0
(i)*L00196-111204 (CL)	21/2/12	12/7/12	19	Tue	12:30	15:00	£0	£0

ESOL Literacy Entry 3

(i)*L00197-111205 (PK)	20/2/12	11/7/12	19	Mon	09:30	12:00	£0	£0
(i)*L00197-111206 (CL)	21/2/12	12/7/12	19	Tue	09:30	12:00	£0	£0

ESOL Literacy Entry 3

(i)*L00202-111202 (PK)	25/2/12	14/7/12	19	Sat	09:30	12:30	£0	£0
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ESOL Literacy Entry 3 Intensive

(i)*L00198-111202 (CL)	20/2/12	13/7/12	19	Mon	09:30	12:30	£0	£0
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IT & Internet Skills for ESOL

*B00439-111201 (RBS)	22/2/12	21/3/12	5	Wed	16:00	18:00	£80	£30
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Literacy

Literacy Level 2

(i)*L00087-111202 (CL)	12/1/12	12/7/12	24	Thu	18:30	21:00	£0	£0
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Literacy Level 2

(i)*L00087-111203 (CL)	12/1/12	12/7/12	23	Thu	18:30	21:00	£0	£0
(i)*L00087-111205 (CL)	10/1/12	13/7/12	24	Tue	12:30	15:00	£0	£0

Literacy Level 1

(i)*L00083-111202 (CL)	11/1/12	11/7/12	24	Wed	18:30	21:00	£0	£0
(i)*L00083-111205 (CL)	9/1/12	11/7/12	24	Mon	09:30	12:00	£0	£0

Literacy Entry 1-2

(i)*L00080-111202 (CL)	9/1/12	9/7/12	23	Mon	18:30	21:00	£0	£0
(i)*L00080-111205 (CL)	9/1/12	11/7/12	24	Mon	12:30	15:00	£0	£0

Literacy Entry 3

(i)*L00081-111202 (CL)	10/1/12	10/7/12	24	Tue	18:30	21:00	£0	£0
(i)*L00081-111203 (CL)	10/1/12	12/7/12	24	Tue	09:30	12:00	£0	£0

Entry English for Life and Work Intermediate

*L00230-111201 (PK)	20/2/12	11/7/12	18	Mon	09:30	12:00	£465	£15
*L00230-111202 (CL)	21/2/12	12/7/12	18	Tue	12:30	15:00	£0	£0

Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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Numeracy

 Email: lhd@racc.ac.uk
Tel: 020 8439 8941

Numeracy Level 2

(i)*L00096-111202 (CL)	10/1/12	10/7/12	23	Tue	18:30	21:00	£0	£0
(i)*L00096-111205 (CL)	13/1/12	13/7/12	23	Fri	09:30	12:00	£0	£0

Numeracy Level 1

(i)*L00093-111202 (CL)	9/1/12	9/7/12	22	Mon	18:30	21:00	£0	£0
(i)*L00093-111205 (CL)	13/1/12	13/7/12	23	Fri	12:30	15:00	£0	£0
(i)*L00093-111208 (CL)	9/1/12	11/7/12	23	Mon	09:30	12:00	£0	£0

Numeracy Entry 1-2

(i)*L00088-111202 (CL)	10/1/12	12/7/12	24	Tue	09:30	12:00	£0	£0
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Numeracy Entry 3

(i)*L00089-111202 (CL)	12/1/12	12/7/12	24	Thu	18:30	21:00	£0	£0
(i)*L00089-111205 (CL)	9/1/12	11/7/12	24	Mon	12:30	15:00	£0	£0

Numeracy E1

(i)*S00258-111202 (PK)	10/1/12	13/7/12	23	Tue	09:30	12:00	£0	£0
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Literacy E1

(i)*S00259-111202 (PK)	9/1/12	11/7/12	23	Mon	09:30	12:00	£0	£0
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Accelerate your Written & Numerical Skills using Word & Excel

*B00429-111201 (RBS)	16/4/12	28/5/12	6	Mon	15:00	17:00	£75	£15
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Courses marked with * - bursary may apply.

Visit www.racc.ac.uk/course-fees for details of who is eligible for fee remission on courses.

Courses marked with (i) – interview required.

Students must attend an Information day or have a telephone interview before enrolment as they will need staff approval to enrol visit www.racc.ac.uk/infodays for dates and times.

Concessionary fees - online enrolment is available for some courses, but if you think you are entitled to pay the concessionary rate you will need to enrol in person, bringing along proof of your eligibility - see page 60 for details.

For the latest information on any RACC course, it's always best to check times, dates and course outlines online. Simply type in the course code or course title you are looking for via the 'course search' box located at the top right hand corner of the website and you will see the most up-to-date course information displayed.

Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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LEARNERS WITH LEARNING DIFFICULTIES OR DISABILITIES

Sensory Impairment

Lip Reading Intermediate / Advanced

(i)L00055-111202 (PK)	19/1/12	17/5/12	15	Thu	12:00	13:30	£153	£153
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Lip Reading Introduction

(i)L00056-111202 (PK)	19/1/12	17/5/12	15	Thu	14:00	15:30	£153	£153
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Cookery for the Visually Impaired - Mediterranean Cookery

(i)L00206-111201 (CL)	19/1/12	29/3/12	10	Thu	10:00	12:00	£135	£135
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Container Gardening for the Visually Impaired

(i)L00214-111201 (CL)	17/5/12	31/5/12	3	Thu	10:00	12:00	£51	£51
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Skills for Living & Learning

Creative Art

(i)S00209-111203 (CL)	13/1/12	30/3/12	11	Fri	09:30	12:00	£243	£243
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(i)S00209-111204 (CL)	20/4/12	13/7/12	12	Fri	09:30	12:00	£259	£259
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Dance Exercise

S00212-111202 (CL)	12/1/12	29/3/12	11	Thu	15:30	16:30	£101	£101
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S00212-111203 (CL)	19/4/12	12/7/12	12	Thu	15:30	16:30	£109	£109
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Drama & Performance

(i)S00213-111202 (CL)	11/1/12	28/3/12	11	Wed	15:30	16:30	£101	£101
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(i)S00213-111203 (CL)	18/4/12	11/7/12	12	Wed	15:30	16:30	£109	£109
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Saturday Art Workshop

(i)S00230-111202 (CL)	14/1/12	31/3/12	11	Sat	10:00	12:30	£245	£245
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(i)S00230-111203 (CL)	21/4/12	14/7/12	12	Sat	10:00	12:30	£261	£261
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Sport & Exercise for Fun

(i)S00236-111202 (CL)	11/1/12	28/3/12	11	Wed	13:00	14:15	£124	£124
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(i)S00236-111203 (CL)	18/4/12	11/7/12	12	Wed	13:00	14:15	£132	£132
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Skills for Working

Taster - Working in Retail

S00268-111201 (CL)	27/2/12	27/2/12	1	Mon	10:00	12:00	£0	£0
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S00268-111202 (CL)	5/3/12	5/3/12	1	Mon	10:00	12:00	£0	£0
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Taster - Working in Theatre (Advanced)

S00269-111201 (PK)	27/2/12	27/2/12	1	Mon	10:00	12:00	£0	£0
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S00269-111202 (PK)	5/3/12	5/3/12	1	Mon	10:00	12:00	£0	£0
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Taster - Exploring the World of Work

S00270-111201 (CL)	2/3/12	2/3/12	1	Fri	10:00	12:00	£0	£0
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S00270-111202 (CL)	9/3/12	9/3/12	1	Fri	10:00	12:00	£0	£0
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 Email: lhd@racc.ac.uk
Tel: 020 8439 8941

Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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Skills for Working

 Email: lhd@racc.ac.uk
Tel: 020 8439 8941

Taster - Working in Theatre

S00271-111201 (CL)	28/2/12	28/2/12	1	Tue	13:30	15:30	£0	£0
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S00271-111202 (CL)	6/3/12	6/3/12	1	Tue	13:30	15:30	£0	£0
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Taster - Working as an Artist

S00272-111201 (CL)	27/2/12	27/2/12	1	Mon	10:00	12:00	£0	£0
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S00272-111202 (CL)	5/3/12	5/3/12	1	Mon	10:00	12:00	£0	£0
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Taster - Working in Catering

S00273-111201 (CL)	28/2/12	28/2/12	1	Tue	10:00	12:00	£0	£0
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S00273-111202 (CL)	6/3/12	6/3/12	1	Tue	10:00	12:00	£0	£0
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Taster - Working in Horticulture

S00274-111201 (CL)	29/2/12	29/2/12	1	Wed	13:30	15:30	£0	£0
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S00274-111202 (CL)	7/3/12	7/3/12	1	Wed	13:30	15:30	£0	£0
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Taster - Working in Sport

S00275-111201 (CL)	1/3/12	1/3/12	1	Thu	13:30	15:30	£0	£0
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S00275-111202 (CL)	8/3/12	8/3/12	1	Thu	13:30	15:30	£0	£0
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Taster - Communicating with Others

S00276-111201 (CL)	2/3/12	2/3/12	1	Fri	13:30	15:30	£0	£0
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S00276-111202 (CL)	9/3/12	9/3/12	1	Fri	13:30	15:30	£0	£0
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SPORTS & EXERCISE

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Dance Fitness

Dance Fitness

S00039-111202 (CL)	18/1/12	28/3/12	10	Wed	09:00	10:00	£75	£75
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S00039-111203 (CL)	2/5/12	11/7/12	10	Wed	09:00	10:00	£75	£75
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Dance Friday

S00040-111202 (CL)	20/1/12	30/3/12	10	Fri	11:00	12:00	£75	£75
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S00040-111203 (CL)	4/5/12	13/7/12	10	Fri	11:00	12:00	£75	£75
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Exercise & Fitness

Level 1 Sports Leadership Award

(i)*S00237-111201 (CL)	12/1/12	22/3/12	10	Thu	09:30	12:00	£165	£15
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Back Care

S00008-111205 (PK)	16/1/12	26/3/12	10	Mon	11:00	12:00	£75	£75
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S00008-111206 (PK)	16/1/12	26/3/12	10	Mon	12:15	13:15	£75	£75
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S00008-111207 (PK)	17/1/12	27/3/12	10	Tue	11:00	12:00	£75	£75
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Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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SPORTS & EXERCISE

 Email: lhd@racc.ac.uk
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Exercise & Fitness

Back Care

S00008-111208 (PK)	18/1/12	28/3/12	10	Wed	16:45	18:00	£93	£93
S00008-111209 (PK)	30/4/12	2/7/12	9	Mon	11:00	12:00	£69	£69
S00008-111210 (PK)	30/4/12	2/7/12	9	Mon	12:15	13:15	£69	£69
S00008-111211 (PK)	1/5/12	10/7/12	10	Tue	11:00	12:00	£75	£75
S00008-111212 (PK)	2/5/12	11/7/12	10	Wed	17:00	18:00	£75	£75

Ballet Tone

S00012-111202 (PK)	13/1/12	23/3/12	10	Fri	14:15	15:15	£75	£75
S00012-111203 (PK)	4/5/12	13/7/12	10	Fri	14:15	15:11	£93	£93

Exercise for Arthritic Conditions

S00045-111202 (CL)	17/1/12	27/3/12	10	Tue	14:00	15:00	£75	£75
S00045-111203 (CL)	1/5/12	10/7/12	10	Tue	14:00	15:00	£75	£75

Fitness/Body Sculpt

S00046-111202 (CL)	19/1/12	29/3/12	10	Thu	09:30	10:30	£75	£75
S00046-111203 (CL)	3/5/12	12/7/12	10	Thu	09:30	10:30	£75	£75

Gentle Exercise to Music - Back Care

S00048-111202 (PK)	20/1/12	30/3/12	10	Fri	11:15	12:30	£106	£106
S00048-111203 (PK)	4/5/12	13/7/12	10	Fri	11:15	12:30	£106	£106

Keep Fit Through Movement and Dance - over 60s

S00061-111202 (PK)	17/1/12	27/3/12	10	Tue	14:15	15:45	£105	£105
S00061-111203 (PK)	1/5/12	10/7/12	10	Tue	14:15	15:45	£105	£105

Moving into Fitness

S00073-111203 (CL)	20/1/12	30/3/12	10	Fri	09:30	10:45	£93	£93
S00073-111204 (CL)	4/5/12	13/7/12	10	Fri	09:30	10:45	£93	£93

Stretch and Tone for Active 55s

S00094-111202 (PK)	20/1/12	30/3/12	10	Fri	12:45	14:00	£93	£93
S00094-111203 (PK)	4/5/12	13/7/12	10	Fri	12:45	14:00	£93	£93

Weight Loss Workout

S00157-111202 (CL)	17/1/12	27/3/12	10	Tue	15:00	16:00	£75	£75
S00157-111203 (CL)	8/5/12	10/7/12	9	Tue	15:00	16:00	£69	£69

Self Defence for Women

S00170-111202 (PK)	16/1/12	26/3/12	10	Mon	10:00	12:00	£135	£135
S00170-111203 (PK)	30/4/12	2/7/12	9	Mon	13:30	14:30	£69	£69

Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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Exercise & Fitness

 Email: lhd@racc.ac.uk
Tel: 020 8439 8941

Stretch and Tone

S00171-111202 (PK)	17/1/12	27/3/12	10	Tue	12:30	13:45	£93	£93
S00171-111203 (PK)	1/5/12	10/7/12	10	Tue	12:30	13:45	£93	£93

UBMT Unifying Body and Mind Training

S00176-111202 (PK)	19/1/12	29/3/12	10	Thu	14:15	15:15	£75	£75
S00176-111203 (PK)	3/5/12	12/7/12	10	Thu	14:15	15:15	£75	£75

Healthy Hearts

S00183-111202 (CL)	16/1/12	19/3/12	9	Mon	12:30	13:30	£81	£81
S00183-111203 (CL)	30/4/12	2/7/12	9	Mon	12:30	13:30	£81	£81

Cardio and Core Stability

S00196-111203 (CL)	16/1/12	26/3/12	10	Mon	17:30	18:30	£75	£75
S00196-111204 (CL)	18/1/12	28/3/12	10	Wed	17:30	18:30	£75	£75
S00196-111205 (CL)	30/4/12	9/7/12	10	Mon	17:30	18:30	£75	£75
S00196-111206 (CL)	2/5/12	11/7/12	10	Wed	17:30	18:30	£75	£75

Fitness Clinic Link Club

S00216-111202 (CL)	20/1/12	30/3/12	10	Fri	12:00	13:00	£75	£75
S00216-111203 (CL)	4/5/12	13/7/12	10	Fri	12:00	13:00	£75	£75

Pilates

Pilates Beginners/Improvers

S00079-111201 (CL)	16/1/12	26/3/12	10	Mon	10:15	11:15	£75	£75
S00079-111202 (CL)	16/1/12	26/3/12	10	Mon	18:30	19:30	£75	£75
S00079-111203 (CL)	18/1/12	28/3/12	10	Wed	14:00	15:00	£75	£75

Pilates Intermediate

S00081-111204 (CL)	16/1/12	26/3/12	10	Mon	11:30	12:30	£75	£75
S00081-111205 (PK)	17/1/12	27/3/12	10	Tue	09:45	10:45	£75	£75
S00081-111206 (PK)	18/1/12	28/3/12	10	Wed	10:30	11:30	£75	£75
S00081-111207 (CL)	30/4/12	2/7/12	9	Mon	11:30	12:30	£69	£69
S00081-111208 (PK)	1/5/12	10/7/12	10	Tue	09:45	10:45	£75	£75
S00081-111209 (PK)	2/5/12	11/7/12	10	Wed	10:15	11:15	£75	£75

Pilates Improvers

S00080-111201 (CL)	30/4/12	2/7/12	9	Mon	10:15	11:15	£69	£69
S00080-111202 (CL)	30/4/12	2/7/12	9	Mon	18:30	19:30	£69	£69
S00080-111203 (CL)	2/5/12	11/7/12	10	Wed	14:00	15:00	£75	£75

For the latest information on any RACC course, it's always best to check times, dates and course outlines online. Simply type in the course code or course title you are looking for via the 'course search' box located at the top right hand corner of the website and you will see the most up-to-date course information displayed.

Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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SPORTS & EXERCISE

 Email: lhd@racc.ac.uk
Tel: 020 8439 8941

Royal Yachting Association

Marine VHF Radio Telephony RYA

*L00094-111202 (PK)	11/6/12	2/7/12	4	Mon	19:00	21:30	£65	£15
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Tai Chi

Tai Chi

S00096-111202 (PK)	18/1/12	28/3/12	10	Wed	10:00	11:00	£75	£75
S00096-111203 (PK)	2/5/12	13/6/12	6	Wed	10:00	11:00	£51	£51

Tai Chi/Qi Gong

S00097-111202 (PK)	18/1/12	28/3/12	10	Wed	11:30	12:30	£75	£75
S00097-111203 (PK)	2/5/12	13/6/12	6	Wed	11:30	12:30	£51	£51

Yoga

Yoga Beginners/Improvers

S00112-111201 (PK)	17/1/12	27/3/12	10	Tue	18:30	19:30	£75	£75
S00112-111202 (PK)	19/1/12	29/3/12	10	Thu	09:30	11:00	£105	£105

Yoga Improvers

S00113-111201 (PK)	1/5/12	10/7/12	10	Tue	18:30	19:30	£75	£75
S00113-111202 (PK)	3/5/12	12/7/12	10	Thu	09:30	11:00	£105	£105

Yoga Intermediate

S00114-111202 (PK)	17/1/12	27/3/12	10	Tue	19:45	20:45	£75	£75
S00114-111203 (PK)	1/5/12	10/7/12	10	Tue	19:45	20:45	£75	£75

TEACHING & TRAINING

 Email: lhd@racc.ac.uk
Tel: 020 8439 8941

Initial Teacher Training

PTLLS Level 4 (Prep for Teaching in the Lifelong Learning Sector)

(i)*L00058-111202 (CL)	10/1/12	27/3/12	11	Tue	18:30	21:30	£270	£105
(i)*L00058-111203 (CL)	24/4/12	19/7/12	11	Tue	13:00	16:00	£270	£105
(i)*L00058-111205 (CL)	29/2/12	23/5/12	11	Wed	18:30	21:30	£270	£105
(i)*L00058-111207 (CL)	14/1/12	28/4/12	12	Sat	09:45	12:45	£270	£105

PTLLS Level 3 (Prep for Teaching in the Lifelong Learning Sector)

(i)L00227-111202 (CL)	10/1/12	27/3/12	11	Tue	18:30	21:30	£303	£303
(i)L00227-111203 (CL)	24/4/12	19/7/12	11	Tue	13:00	16:00	£303	£303
(i)L00227-111205 (CL)	29/2/12	23/5/12	11	Wed	18:30	21:30	£303	£303
(i)L00227-111207 (CL)	14/1/12	28/4/12	12	Sat	09:45	12:45	£303	£303

Course Title	Start Date	End Date	Weeks	Day(s)	Start Time	End Time	EU Price	Concessionary Price
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Initial Teacher Training

 Email: lhd@racc.ac.uk
Tel: 020 8439 8941

Certificate in Teaching English to Speakers of Other Languages (CELTA)

(i)*L00144-111202 (CL)	11/6/12	6/7/12	4	Mon-Fri	09:30	16:30	£1,060	£460
(i)*L00144-111203 (CL)	23/2/12	19/7/12	19	Thu	09:30	17:00	£1,078	£460

Academic Writing - Preparation for University/Study (Advanced) (SfL)

(i)*L00184-111201 (CL)	18/1/12	28/3/12	11	Wed	16:00	18:00	£0	£0
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Academic Writing - Preparation for University/Study (Intermediate) (SfL)

(i)*L00185-111201 (CL)	1/5/12	10/7/12	11	Tue	18:30	20:30	£0	£0
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Teaching Assistants

Support Work in Schools Level 2 Award

(i)*L00052-111202 (CL)	22/2/12	4/7/12	17	Wed	18:30	21:00	£336	£121
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Becoming a Personal Tutor

*L00228-111201 (CL)	2/3/12	30/3/12	5	Fri	13:30	15:30	£85	£35
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IT Skills for Teachers

*B00430-111201 (RBS)	12/1/12	22/3/12	10	Thu	15:15	17:15	£148	£48
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THERAPIES

 Email: lhd@racc.ac.uk
Tel: 020 8439 8941

Beauty Therapy

Facial Electrical Treatments ITEC Level 3

(i)*S00215-111201 (PK)	28/2/12	3/7/12	16	Tue	09:30	17:00	£308	£100
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Level 1 Make-Up and Face Painting Award

(i)*S00222-111201 (PK)	25/1/12	4/7/12	20	Wed	09:30	12:00	£275	£25
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Level 1 Nail Art and Make Up Award

(i)*S00225-111202 (PK)	31/1/12	10/7/12	20	Tue	09:30	12:00	£275	£25
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Make-up for Daytime & Evening

S00065-111201 (PK)	24/4/12	22/5/12	5	Tue	19:00	21:00	£80	£80
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Complementary Therapies

Anatomy, Physiology and Pathology ITEC Level 3 Diploma

(i)*S00005-111206 (PK)	12/1/12	28/6/12	21	Thu	09:30	12:15	£192	£76
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Aromatherapy Techniques Level 3 Diploma

(i)*S00007-111202 (PK)	12/1/12	5/7/12	22	Thu	13:00	17:30	£318	£120
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Indian Head Massage ITEC Certificate Level 3

(i)*S00059-111202 (PK)	10/1/12	7/2/12	5	Tue	09:30	16:30	£150	£75
(i)*S00059-111203 (PK)	26/4/12	5/7/12	10	Thu	18:30	21:30	£150	£75

Course Title

Course Code (Site)

Start Date

End Date

Weeks Day(s)

Start Time

End Time

EU Price

Concessionary Price

THERAPIES

i Email: lhd@racc.ac.uk
Tel: 020 8439 8941

Complementary Therapies**Additional Massage Techniques to Support the Practising Therapist**

S00002-111201 (PK)	3/3/12	10/3/12	1	Sat	10:00	16:00	£56	£56
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Alexander Technique - The Principle of Movement

S00004-111202 (PK)	10/1/12	7/2/12	5	Tue	19:00	21:00	£75	£75
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Indian Head Massage - An Introduction

S00058-111202 (PK)	28/1/12	28/1/12	1	Sat	10:00	16:00	£51	£51
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S00058-111203 (PK)	23/6/12	23/6/12	1	Sat	10:00	16:00	£51	£51
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Massage with a Friend (enrol as part of a pair)

S00071-111202 (PK)	24/3/12	24/3/12	1	Sat	10:00	16:00	£51	£51
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S00071-111203 (PK)	23/6/12	23/6/12	1	Sat	10:00	16:00	£51	£51
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Shiatsu - An Introduction

S00072-111201 (PK)	24/3/12	24/3/12	1	Sat	10:00	13:00	£33	£33
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S00072-111202 (PK)	1/5/12	29/5/12	5	Tue	19:00	21:00	£75	£75
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Stress Management using Relaxation Techniques

S00093-111201 (PK)	21/1/12	21/1/12	1	Sat	10:00	16:00	£15	£15
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Working with Pregnancy - Massage Techniques

S00109-111201 (PK)	19/5/12	19/5/12	1	Sat	10:00	16:00	£51	£51
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Taster - Nail Care, An Introduction

S00129-111202 (PK)	15/5/12	15/5/12	1	Tue	09:30	11:30	£10	£10
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Taster - Indian Head Massage Self Treatment

S00130-111202 (PK)	14/5/12	14/5/12	1	Mon	19:00	21:00	£10	£10
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Advanced Waxing Techniques

S00177-111201 (PK)	19/5/12	19/5/12	1	Sat	10:00	16:00	£51	£51
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Muscle Revision Workshop

S00178-111201 (PK)	19/5/12	19/5/12	1	Sat	10:00	13:00	£33	£33
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Reiki - An Introduction

S00179-111201 (PK)	5/5/12	5/5/12	1	Sat	10:00	13:00	£33	£33
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Reiki Stage 1

S00082-111201 (PK)	14/1/12	28/1/12	2	Sat	10:00	16:00	£81	£81
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Taster - Stone Therapy Massage

S00182-111201 (PK)	17/5/12	17/5/12	1	Thu	19:00	21:00	£12	£12
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Bach Flowers - An Introduction

S00194-111201 (PK)	17/3/12	17/3/12	1	Sat	10:00	16:00	£51	£51
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Waxing - Self Treatment Techniques

S00239-111201 (PK)	25/2/12	25/2/12	1	Sat	10:00	13:00	£23	£23
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**RACC EVENTS**

i Email: events@racc.ac.uk
Tel: 020 8439 8946
www.racc.ac.uk/events

A number of College organised events are held throughout the year that give staff, students and the whole community the opportunity to share in fun, exciting and informative sessions. We are always adding events to the schedule throughout the year so for the most up-to-date information on all our events please visit www.racc.ac.uk/events.

Saturday Lunch Time Jazz Jamming Sessions

Come and enjoy a coffee or a glass of wine at our free Jazz sessions in our café every Saturday in term-time **1pm-2.30pm**. Performances by both students and tutors, some of whom are nationally known musicians.

Christmas Market

Friday 2nd December 2011, 10am - 9pm & Saturday 3rd December, 10am - 4pm
Queen Charlotte Hall, Parkshot, Richmond

Join us for a glass of mulled wine and a mince pie whilst browsing the market stalls. Carols will be performed by the Parkshot Singers on Friday 2:30 - 3pm and 3:30 - 4pm. Open to the public - Admission FREE.

Winter Dance Show

Thursday 8th December 2011, 7:30pm
Queen Charlotte Hall, Parkshot, Richmond

An evening of dance showcasing RACC students performing a range of routines including Spanish Flamenco, Salsa, Tap and Turkish Belly Dancing. Open to the public - Admission FREE.

More events

RACC EVENTS



Email: events@racc.ac.uk
Tel: 020 8439 8946
www.racc.ac.uk/events

Twickenham Choral Society (affiliated to RACC)

Saturday 10th December 2011, 7:30pm
Kingston Parish Church

Schönberg - Friedeauf Erden, Dvořák - Te Deum, Brahms - Ein Deutsches Requiem; Sophie Bevan - soprano, Lukas Kargl - baritone, Brandenburg Sinfonia Christopher Herrick - conductor.

Christmas Carol Concert

Monday 12th December 2011, 7pm
Queen Charlotte Hall, Parkshot, Richmond

A celebration of seasonal music, songs and drama delivered by RACC learners. A closing collection will be made in aid of the Shooting Stars Children's Hospice, Hampton.

Bionic Ear Roadshow

Thursday 12th January 2012, 1pm - 2:30pm
Queen Charlotte Hall, Parkshot, Richmond

The Bionic Ear Show is an educational, fun and interactive show, which is full of surprises and with lots of opportunities for audience participation. By the end of the show, the world's largest ear, over 22ft long and 116 times larger than a normal ear, has been created in front of you. Open to the public - Admission FREE.

Ideas That Transformed Our World

Thursday 23rd February 2012, 7pm
Studio Theatre, Parkshot, Richmond

Matthew Taylor, Chief Executive of the Royal Society for Arts, will explore whether the ideas that transformed our world in the last two centuries can create solutions to the challenges we face now. A lively talk which will spark a spirited debate.

Cost: £10 per person (includes a glass of wine/soft drink).

Easter Jazz School

Tuesday 3rd April – Friday 5th April 2012
10am-6pm with evening events

visit www.racc.ac.uk/easterjazz for further information.

Jazz Guitar Concert

Thursday 26th April 2012, 7:30pm - 9:30pm
Studio Theatre, Parkshot, Richmond

Enjoy an evening of jazz music played by two well known local guitarists, Charles Alexander and Andy Robinson.

Cost: £10 per person, payable in advance or at the door.
Book your place online at:
www.racc.ac.uk/guitar

Summer Jazz School

Monday 23rd July – Friday 27th July 2012
10am-6pm with evening events

For more details email ccs@racc.ac.uk

Classical Music Concert

Saturday 26th May 2012, 7pm-9.30pm
Queen Charlotte Hall, Parkshot, Richmond

Termly Tea Dances

Spring Tea Dance:
Monday 19th March 2012, 2pm-4pm

Summer Tea Dance:
Monday 21st May 2012, 2pm-4pm
Queen Charlotte Hall, Parkshot, Richmond

Come and practise your ballroom dancing skills and enjoy light refreshments at our once a term tea dances led by Beryl Lywood. £5 payable in advance or on the day.

We are always adding events to the schedule throughout the year so for the most up-to-date information on all our events please visit www.racc.ac.uk/events.

HOW TO ENROL

It's fast and simple to enrol on a course at RACC.

Please note: The online enrolment system can only be used for courses that do not require advice or interview. Courses with (i) before the course code will need approval before enrolling.

All learners aged 16-18, those wishing to apply for a bursary or pay in instalments need to enrol in person.

There are a number of ways to enrol.

- **Online**
- **In person**
- **By post**
- **Over the phone** (lines may be busy throughout term-time and it is advisable to use the online, in person or postal method).

If you are enrolling by post or in person, you can download an enrolment form at www.racc.ac.uk/course-guide or collect a copy from either our Richmond or Twickenham sites.

Return the completed enrolment form to one of our site receptions, submit it online or send by post to:

Postal Enrolments, RACC, Clifden Centre, Clifden Road, Twickenham TW1 4LT.

If you prefer to enrol in person, our friendly reception staff will be pleased to help. You can enrol at either the Clifden or Parkshot centres. You do not have to go to the centre where your class will be held. Office opening hours can be found online at www.racc.ac.uk/contact-and-locations

Payment by post should be by cheque made payable to 'RACC'. Please do not send cash.

If enrolling online, payment must be made by credit or debit card - you will **not** need to fill out a separate enrolment form.

You will be asked to fill in a Student Learning Agreement (SLA) after enrolling on a course. You'll be emailed one after enrolling online or given one to complete if you enrol in person at reception. You'll be sent an SLA if you enrol by post.

Always remember to check:

- **The course details in the directory or online at www.racc.ac.uk** (most up-to-date information)
- **That you have the required skills for the course**
- **The enrolment dates and course location**
- **Methods of payment**
- **The terms and conditions on the enrolment form**

All personal data is securely stored in accordance with the Data Protection Act. Confirmation of enrolment is usually sent within 24 hours.

For the latest information on any RACC course, it's always best to check times, dates and course outlines online. Simply type in the course code or course title you are looking for via the 'course search' box located at the top right hand corner of the website and you will see the most up-to-date course information displayed.

Alternatively, attend an Information Day with your enquiry (dates can be found on page 59 or online at www.racc.ac.uk/infodays) or pop in and see a member of the reception team at either our Richmond or Twickenham sites.

Remember, all courses marked with an (i) require students to have a telephone or face-to-face interview with a member of the teaching team prior to enrolment.

Online enrolment is available for some courses, but if you think you are entitled to pay the concessionary rate you will need to enrol in person, bringing along proof of your eligibility - see page 60 for details.

CHOOSING THE RIGHT COURSE

With over 900 full and part-time courses on offer, making the right choice is vital. All courses have a course outline that can be found online at www.racc.ac.uk by searching for relevant keywords for your course or by dropping in at one of our centres. The course outline will tell you about the course content, what skills or qualifications you will need to do the course and give details of how to apply for a place.

Pre-course information and advice can help to ensure you make the right decision before applying for a specific course.

You can telephone, email or visit on one of our Info Days (see page 59 or visit www.racc.ac.uk/infodays for details) where you will be able to:

- Discuss your individual requirements
- Find out about financial support
- Investigate your career choices
- Discuss additional support needs

For course information contact Client Services on 020 8843 7921 or email info@racc.ac.uk. Alternatively, you can email the faculties directly (see email/telephone number on top of course listings page).

COURSE INFORMATION FOR EMPLOYERS

Many of the course outlines for Employer related courses are available on the Employers' page online at www.racc.ac.uk/employers. If you require further information or would like to speak to one of our specialist staff then we can refer you to our specialist Employer Unit, email: employers@racc.ac.uk or call the Employer Line on 020 8439 8937.

INFORMATION, ADVICE & GUIDANCE (IAG)

RACC's Information, Advice & Guidance professionally trained staff are on hand to help you make the right learning choices for your further education and career planning.

CAREERS GUIDANCE

If you require more in-depth guidance on your future career or education, you can make an appointment with our careers advisors. They are available at any time during your studies and as you near the end of your course they can provide advice on employment, further courses, higher education or training.

For Information Advice and Guidance contact IAG on 020 8439 8955 or email iag@racc.ac.uk

INFORMATION DAYS AND APPLICATIONS FOR 2012

If you are interested in studying at RACC, come along to an Info Day and see our fantastic facilities before enrolling.

Info Days will give you a chance to:

- Discuss your individual requirements
- Find out about financial support
- Investigate your career choices
- Discuss additional support needs

Info Days will be held at the Parkshot site, Richmond on the the following days:

Wednesday 7th December 2011

6pm - 8pm

Thursday 8th December 2011

6pm - 8pm (Complementary Therapies)

Friday 9th December 2011

1pm - 3pm

Saturday 10th December 2011

10am - 12pm (Complementary Therapies)

Wednesday 14th December 2011

1pm - 3pm and 6pm - 8pm

Thursday 15th December 2011

12pm - 5pm (Care and Beauty Therapies at Clifden Library, Twickenham)

Thursday 5th January 2012

1pm - 3pm

6pm - 8pm (Care, Counselling and Therapies at Clifden Library, Twickenham)

Tuesday 10th January 2012

1pm - 3pm & 6pm - 8pm

Please note: Info Day dates and times can be subject to change visit: www.racc.ac.uk/infodays for up-to-date information as well as subject specific

Course Applications for 2012

If you wish to enrol on a course that requires tutor approval (courses marked with (i) before the course code), you will need to complete an application form in advance and send via email to iag@racc.ac.uk including your daytime telephone number. The application form can be downloaded from our website www.racc.ac.uk/infodays. A member of staff will then contact you to arrange a suitable time and date.

Should you have problems emailing the application, you can print the application form and bring it with you to our Info Days but there may be a waiting time of approx 30-45 minutes until a member of staff is free to help you.

Please note you may need to allow extra time for any pre-course assessments before your interview. This will be discussed when you are contacted.

You can also post your application form to:

Course Applications 2012,
RACC, Parkshot, Richmond, Tw9 2RE

Qualification Courses Starting September 2012

For more information about Access, BTEC, Diplomas and other substantial qualifications starting in September 2012, email lrc@racc.ac.uk



COURSE FEES

You are required to pay course fees at the time of enrolment. Payment can be made in cash, by cheque or by Visa/Mastercard debit or credit card in person at Clifden or Parkshot or online at www.racc.ac.uk.

If you have been living in the UK for less than three years and do not have settled EU/UK residency status, you will probably need to pay non-EU rates. For international students full fees apply - these are listed online.

In addition to course fees, you should budget for materials needed for your studies such as art supplies, protective clothing, tools or other essential items.

Download our 'Concessionary Fees Explained' guide from www.racc.ac.uk/course-fees. The guide will give you a comprehensive understanding of RACC course fees. You will also find a breakdown of other ways which could help you pay for your fees depending on your circumstances.

WHAT IF I NEED ADDITIONAL LEARNING SUPPORT?

We believe further education should be open to all who have the potential to benefit from it, regardless of age, ethnic origin, disability or family background.

Additional Learning Support is provided for learners who have a learning difficulty or disability or who lack English language, literacy and numeracy skills in order to provide the focus and approach to learning that they need to succeed.

Support is provided after discussion and assessment of your needs in a discrete, one to one interview with our Additional Learning Support co-ordinator.

What if I can't afford the fees?

There is also additional help you may get depending on your circumstances. For further information on the following please visit: www.racc.ac.uk/course-fees, call **020 8891 5907** or email info@racc.ac.uk

- RACC and Portcullis Trust Bursary
- Learner Support Funds
- Adult Learning Grant (ALG)
- Professional and Career Development Loans
- Education Maintenance Allowance (EMA)
- Local Charities

Fee Instalments

Fees over £150 may be paid by instalments depending on course length but must be arranged in person at our Parkshot or Clifden sites. You will need to have a UK bank account for this to apply. A charge of £15 will be made to arrange an instalment plan with your bank. When you enrol, you must provide proof.

Free GCSE Maths and English courses for 16-24 year olds on 31/8/2011

If you do not already have a GCSE Maths and/or English at grade C or above, you can enrol for free - screening and interview required.

All students aged 16-18 on 31/8/11 do not pay any fees on qualification courses.

Please provide details of your needs on enrolment or speak to your course tutor and ask to be referred to Additional Learning Support. Alternatively contact Jenny Lawrence on:

Tel: **020 8891 5907 ext. 5032** or email: jenny.lawrence@racc.ac.uk

Please Note: if you have complex needs or require specialist equipment, we may need some notice before this is in place.

Additional Learning Support Drop-in Sessions
Parkshot - Fridays 09:00 - 10:30 (Room RBS8)
Clifden - Tuesdays 12:00 - 13:30 (Room G11)



DISCLAIMER

Every effort has been made to ensure that the information contained in this document is correct. RACC reserves the right to modify or alter, without prior notice, any of the contents. This can include fees, rescheduling, cancelling or combining classes. All information provided in this course guide is correct at time of printing (November 2011) but is subject to change, please check www.racc.ac.uk for most up-to-date information. Information may be amended should Government funding agency guidelines change for 2012 enrolments. We reserve the right to cancel a course due to insufficient numbers. This is to maintain the highest quality learning environment for our students within the restriction of reduced Government funding for adult learning. Please be advised that we cannot guarantee that your class will remain in the same room or site throughout the course.

GENERAL FEEDBACK

We want you to be satisfied with our service and welcome your feedback on any aspect of it. Feedback includes suggestions and complements, as well as complaints. All feedback is taken seriously and centrally recorded. Please complete a feedback card available at College receptions or ask a member of staff who will be pleased to help.

Qualification Aims

The Government is currently reviewing qualification aims it will be funding. For this reason, it may be necessary for the College to change qualification aims. The College will seek to find appropriate alternatives where necessary. Learners will be kept fully informed.

Government Funding

Government funding is available to support delivery of some qualification courses. Funding is finite and the College reserves the right to amend fees if funding has been fully utilised within the academic year. Students will be advised of any changes to fees before they enrol.

For full details on Health & Safety, No Smoking policy, Course Registration and Equality & Diversity, please see the September 2011/12 RACC Course Guide or visit www.racc.ac.uk

Contact: Customer Feedback Co-ordinator, Clifden Centre, Twickenham, TW1 4LT.

Email: feedback@racc.ac.uk

Tel: **020 8891 5907 ext. 4008**

or visit the RACC website at www.racc.ac.uk

HOW TO FIND & CONTACT US AND OPENING TIMES

Parkshot and Richmond Business School

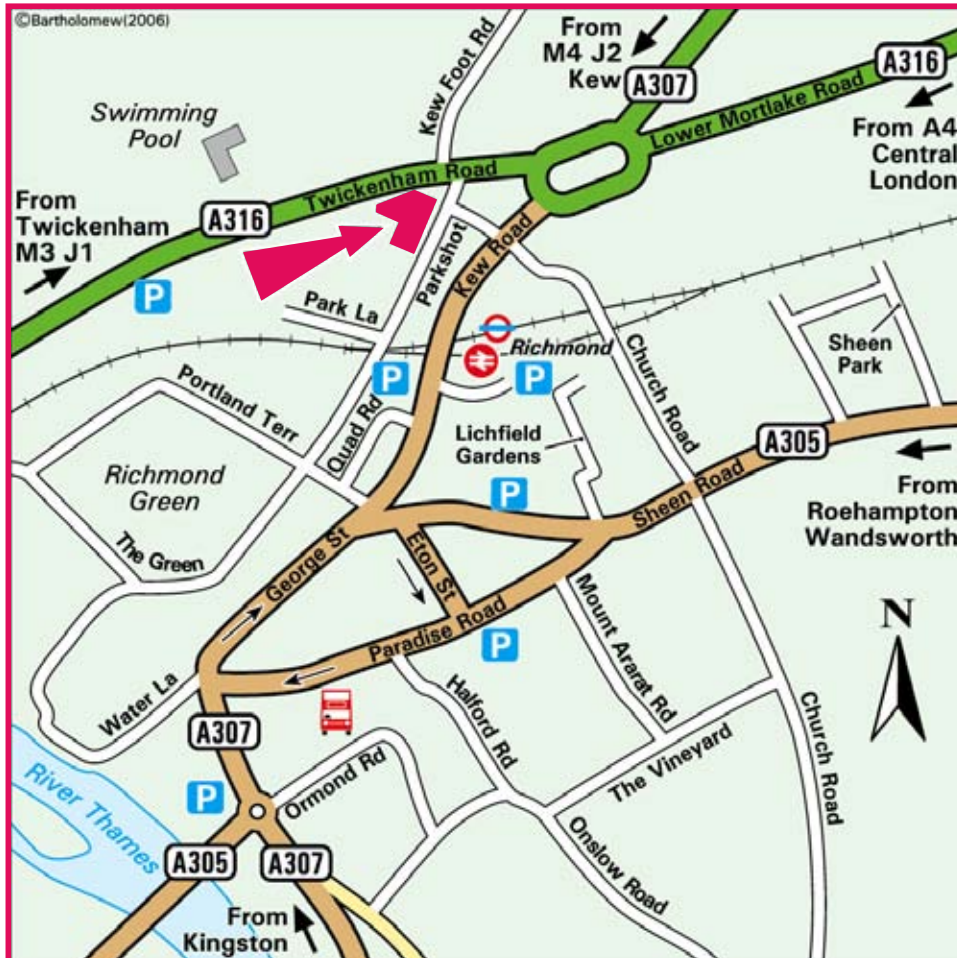
Address: Parkshot, Richmond, TW9 2RE

General enquiries: 020 8891 5907 **Course enquiries:** 020 8843 7921 **Email:** info@racc.ac.uk

Office opening (term time): **Mon-Thu:** 09:00 - 19:30 **Fri:** 09:00 - 17:00 **Sat:** 09:00 - 14:00

Buses: H22, H37, 65, R68, R70, 190, 290, 371, 419, 490 **Mobility Buses:** 938, 963, 964, 967

Tube/Train: Richmond



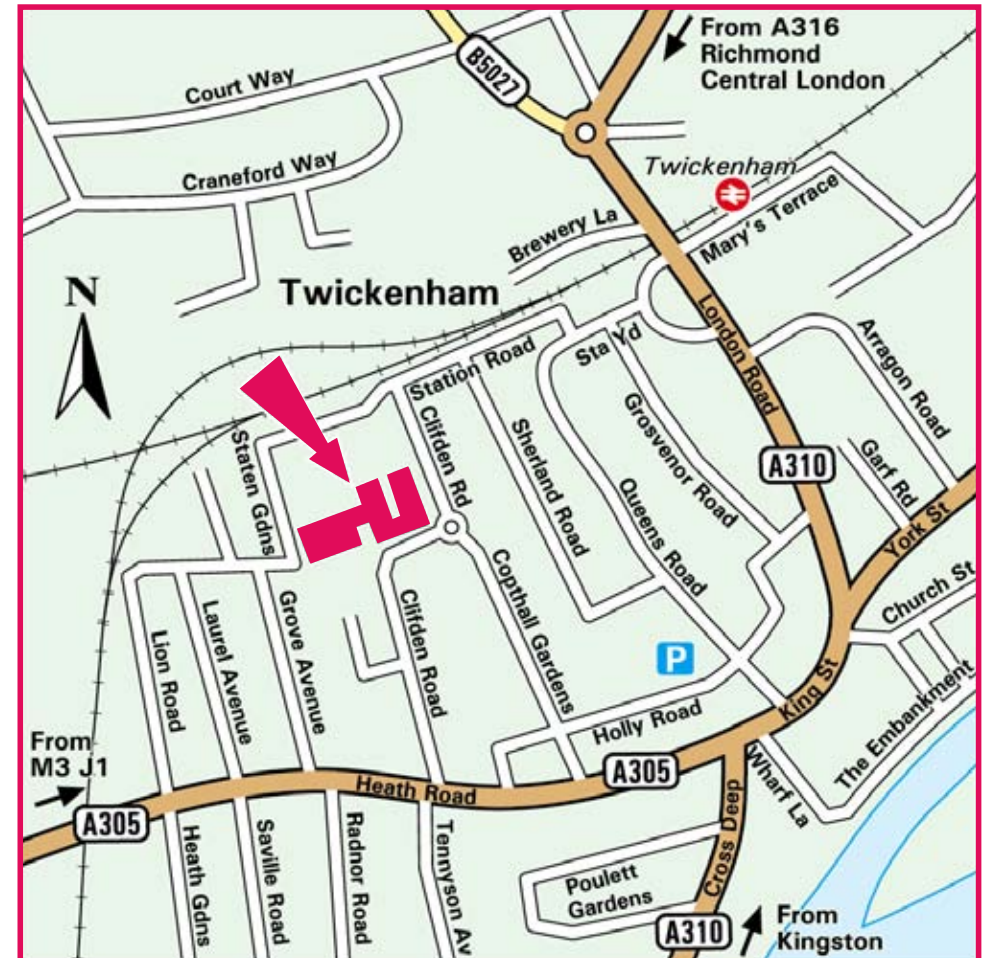
Clifden site

Address: Clifden Rd, Twickenham, TW1 4LT

General enquiries: 020 8891 5907 **Course enquiries:** 020 8843 7921 **Email:** info@racc.ac.uk

Office open (term time): **Mon-Thu:** 09:00 - 17:15 **Fri:** 09:00 - 17:00

Buses: H22, 33, R68, R70, 267, 281, 290, 490 **Mobility Buses:** 904, 942, 967 **Train:** Twickenham



Unlocking Talent. Fulfilling Potential.



Visit www.racc.ac.uk/events

for news on up-and-coming events throughout the year.

This course guide is available in large print or audio format if required, please call 020 8891 5907 for details.

www.racc.ac.uk

Tel: 020 8891 5907

Email: info@racc.ac.uk



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Richmond

Parkshot, Richmond, Surrey, TW9 2RE

Twickenham

Clifden Road, Twickenham, Middlesex, TW1 4LT

The
**PARKSHOT
GALLERY**

NOW OPEN!

Showcasing and selling works from local artists, please come along and visit us at the Parkshot site, Richmond.

Tel: 020 8439 8950

Email: parkshotgallery@racc.ac.uk

Please call The Parkshot Gallery for opening times or for further information.