

Follow us

[go.herts.ac.uk/shorthum](http://go.herts.ac.uk/shorthum)



de Havilland Campus

GA\_11788/DC/01\_11

University of  
Hertfordshire



Contact details:

Lorraine de Souza

T: 01707 285482 / 286203

E: [shorthum@herts.ac.uk](mailto:shorthum@herts.ac.uk)

W: [go.herts.ac.uk/shorthum](http://go.herts.ac.uk/shorthum)

University of  
Hertfordshire



February  
Start

The School of Humanities

# Evening Classes and Part-Time Courses 2010 - 2011

Learn for work,  
personal interest  
or simply for fun

- Italian
- French
- Japanese
- Chinese
- Spanish
- African Drumming
- Genealogy
- Preparing for IELTS
- Creative Writing



“Shape your future.  
Make your mark”

## contents

### Evening Classes and Part-Time Courses

African Drumming

Creative Writing

Next Steps in Family History

### Languages

#### Chinese (Mandarin)

- Beginners 1
- Beginners 2

#### French

- Beginners 1
- Beginners 2
- Advanced

#### Italian

- Beginners 1
- Beginners 2

#### Japanese

- Beginners 1
- Beginners 2

#### Spanish

- Beginners 1
- Beginners 2
- Intermediate
- Advanced

### Preparing for IELTS

### How to Apply

### Terms & Conditions

### Semester B Courses

### Application Form

## The Law Court building works.

You may have noticed that the Law Court building is well on the way to completion ready for occupation in September 2011 and that we have a new reception area at the front of The Street. We would like to thank you for putting up with the inconvenience of the building works, and request that you continue to be patient during this semester.

On December 23rd 2010 the ground floor of R block will be taken over by builders to allow for the conversion of teaching rooms into offices to accommodate the Law teaching staff when they move over in time for the start of the new academic year.

Your patience will be rewarded in September when we open the new Law Court building which has a café, teaching rooms and informal learning spaces which will be used for some of the evening classes and short courses.

In the meantime, we hope that you enjoy the classes and rest assured we are doing our best to keep the disruption to a minimum.



## Evening Classes and Part-Time Courses (October 2010 - May 2011)

Evening and part-time courses offered by the School of Humanities at the University of Hertfordshire are open to anyone over the age of 18 wishing to develop their interests and hobbies or undertake academic study. All of our classes are taught on our state-of-the-art de Havilland Campus where the facilities include digital language laboratories and advanced audio visual equipment. By taking a course here – whether a two-hours a week language class or a studying for a part-time degree – you will benefit from a consistently excellent standard of teaching. Feedback results taken at the end of last year showed the highest levels of student/delegate satisfaction with our teaching. We are confident that you will enjoy our courses!

### Evening Class Dates

Semester B courses begin in February 2011. Classes normally start week beginning Monday 14 February 2011 and run for a maximum of 14 teaching weeks (see individual class descriptions) with an Easter break from Monday 11 April 2011 until Friday 22 April 2011 (2 weeks).

### Part-Time Degree Courses Dates

**Part-time degrees follow the same academic calendar as full-time courses.**

**Term dates for 2010 – 2011 are:**

**Autumn**

27 September 2010 – 17 December 2010

**Spring**

10 January 2011 – 08 April 2011

**Summer**

26 April 2011 – 27 May 2011



## Evening Classes

### African Drumming

<b>Day</b>	Thursday
<b>Date</b>	17 February - 2 June 2011
<b>Time</b>	6-8pm
<b>Length</b>	14 weeks
<b>Requirements</b>	None
<b>Location</b>	de Havilland campus
<b>Cost</b>	£150

This course will show how to play the popular West African drums called djembe and dun duns, with a focus on traditional repertoire accompanying the songs with drums and percussion.

The course is open to all levels from complete beginners and improvers up to intermediate and advanced players. No experience is necessary, just a love of music and a willingness to learn. Drums are provided, or you can bring your own.

The tutor Malcolm Smith is an experienced professional teacher who has been studying West African music with master drummers since 1995.

This high energy music is a welcome stress relief in our busy modern world, and African drumming is a great way to inspire confidence and build a sense of team spirit, as well as being invigorating and lots of fun.

For more information on each course please visit: [go.herts.ac.uk/shorthum](http://go.herts.ac.uk/shorthum)

### Creative Writing

<b>Day</b>	Thursday
<b>Dates</b>	17 February – 2 June 2011
<b>Time</b>	6-8pm
<b>Length</b>	14 weeks
<b>Requirements</b>	None
<b>Location</b>	de Havilland campus
<b>Cost</b>	£150

This course introduces you to the craft and process of creative writing. Exercises carried out in class stimulate skills in characterisation, dialogue, narrative, imagery. Assignments carried out at home foster students' own ideas and form an important part of the subsequent session. Students are encouraged to listen to each other's work and to offer feedback and critical support. By the end of the course you will have begun to develop your own writing voice and produced a selection of prose fiction and poetry.



### Next Steps in Family History

<b>Day</b>	Thursday
<b>Date</b>	3 February - 7 Apr 2011
<b>Time</b>	7-9pm
<b>Length</b>	10 weeks
<b>Requirements</b>	None
<b>Location</b>	de Havilland campus
<b>Cost</b>	£110

There are many more sources that will bring your family history research to life. This course looks at a variety of them, including the parish and poor records, occupations, crime, and female ancestors, and concludes with ideas for writing up and publishing your family history.

Throughout this course the emphasis is on understanding the original historical sources and problem-solving.

## Languages

You may be able to get by using English, but speaking other languages enriches your life. It gives an insight into other cultures, widens your job prospects and makes foreign holidays more enjoyable. All language courses emphasise the development of listening, speaking and reading skills and include an introduction to the grammar of the language.

Lessons take place in the University's well equipped classrooms which feature high quality audio visual facilities, and sometimes in the digital language labs (French, Italian, Spanish only).

There are no formal pre-requisites for these courses so for each language there is an indication of the level of expertise required for each class.

## Languages - Chinese (Mandarin)

The evening classes in Mandarin Chinese primarily use the 'pinyin' system which employs the Latin alphabet to represent the sounds of Chinese. Chinese characters may be looked at to varying degrees according to the wishes of any individual class.

### Mandarin Beginners 1

<b>Day</b>	Tuesday
<b>Date</b>	15 February – 31 May 2011
<b>Time</b>	7-9pm
<b>Length</b>	14 weeks
<b>Requirements</b>	None
<b>Location</b>	de Havilland campus
<b>Cost</b>	£150

This course is for complete beginners, or for those wishing to refresh their previous knowledge.

Generally, the classes focus on spoken Chinese relating to topics such as 'Greetings', 'The Family', 'Eating and Drinking' and so on. Some cultural background to the country is also provided and some basic geography together with relevant vocabulary. You will be informed about suitable materials and, in particular, useful websites that can supplement study In-class and at home.



### Mandarin Beginners 2

<b>Day</b>	Thursday
<b>Date</b>	17 February – 2 June 2011
<b>Time</b>	7-9pm
<b>Length</b>	14 weeks
<b>Requirements</b>	Mandarin Beginners 1 or a similar beginners course totalling approximately 30 hours
<b>Location</b>	de Havilland campus
<b>Cost</b>	£150

This class covers areas such as making comparisons, talking about language ability and study, use of location words and so on. This is still a 'beginners' class so pinyin is used (although pinyin text is often accompanied by characters) and the classes are always linked to basic skills and practical topics. An effort is made to respond to the requirements of those attending.



## Languages - French

### French Beginners 1

<b>Day</b>	Tuesday
<b>Date</b>	15 February – 31 May 2011
<b>Time</b>	6-8pm
<b>Length</b>	14 weeks
<b>Requirements</b>	None
<b>Location</b>	de Havilland campus
<b>Cost</b>	£150

An introduction to French for those with little or no previous knowledge of the subject. This course aims to enable you to:

- Achieve a basic grounding in the pronunciation and grammatical structure of French;
- Attain initial competence in comprehending and using the spoken and written language;
- Acquire an initial knowledge of and empathy with some aspects of the culture and lifestyle of the people of France.

For more information on each course please visit: [go.herts.ac.uk/shorthum](http://go.herts.ac.uk/shorthum)



### French Beginners 2

<b>Day</b>	Wednesday
<b>Date</b>	16 February – 1 June 2011
<b>Time</b>	6-8pm
<b>Length</b>	14 weeks
<b>Requirements</b>	French Beginners 1 or a similar beginners course totalling approximately 30 hours
<b>Location</b>	de Havilland campus
<b>Cost</b>	£150

This course builds on existing knowledge to enable you to:

- Achieve further competence in the pronunciation and grammatical structure of French;
- Attain further competence in comprehending and using the spoken and written language;
- Acquire further knowledge of and empathy with some aspects of the culture and lifestyle of the people of France.

## Languages - French (continued)

### French Advanced

<b>Day</b>	Thursday
<b>Date</b>	17 February - 2 June 2011
<b>Time</b>	6-8pm
<b>Length</b>	14 weeks
<b>Requirements</b>	None
<b>Location</b>	de Havilland campus
<b>Cost</b>	£150

This is a post-GCSE level class, designed for second-home owners and Francophiles. You will learn, for example, how to communicate with estate agents, banks, and doctors. We will also consider current affairs and different aspects of French culture.

For more information on each course please visit:  
[go.herts.ac.uk/shorthum](http://go.herts.ac.uk/shorthum)



## Languages - Italian

All classes include grammar, verb tenses, reading aloud and translating, learning vocabulary generally and by topics, listening and reading comprehension, oral work and in-class pair work and discussion.

### Italian Beginners 1

<b>Day</b>	Thursday
<b>Date</b>	17 February - 2 June 2011
<b>Time</b>	6-8pm
<b>Length</b>	14 weeks
<b>Requirements</b>	None
<b>Location</b>	de Havilland campus
<b>Cost</b>	£150

An introduction to Italian for those with little or no previous knowledge of the subject.  
This course aims to enable you to:

- Achieve a basic grounding in the pronunciation and grammatical structure of Italian;
- Attain initial competence in comprehending and using the spoken and written language;
- Acquire an initial knowledge of and empathy with some aspects of the culture and lifestyle of the people of Italy.

For more information on each course please visit:  
[go.herts.ac.uk/shorthum](http://go.herts.ac.uk/shorthum)



## Languages - Italian (continued)

### Italian Beginners 2

<b>Day</b>	Wednesday
<b>Date</b>	16 February – 1 June 2011
<b>Time</b>	6-8pm
<b>Length</b>	14 weeks
<b>Requirements</b>	Italian Beginners 1 or a similar beginners course totalling approximately 30 hours
<b>Location</b>	de Havilland campus
<b>Cost</b>	£150

This course builds on existing knowledge and aims to enable you to:

- Achieve further competence in the pronunciation and grammatical structure of Italian;
- Attain further competence in comprehending and using the spoken and written language;
- Acquire further knowledge of and empathy with some aspects of the culture and lifestyle of the people of Italy.



## Languages - Japanese

The evening classes in Japanese teach language and culture, and so are ideal for those planning a trip to Japan for work or pleasure, or for those just wishing to try a non-European language.

### Japanese Beginners 1

<b>Day</b>	Wednesday
<b>Date</b>	16 February - 1 Jun 2011
<b>Time</b>	7-9pm
<b>Length</b>	14 weeks
<b>Requirements</b>	None
<b>Location</b>	de Havilland campus
<b>Cost</b>	£150

This course is for complete beginners, or for those wishing to refresh their previous knowledge. It will enable you to communicate at a basic level in Japanese in a range of everyday situations such as introductions, family details, eating out, shopping, getting around, hotels and sightseeing and lead to a basic grounding in the pronunciation and grammatical structure of Japanese. You will be introduced to numbers, time, and adjectives. You will converse and carry out reading and listening tasks within the framework of the vocabulary and structures studied. The module will be based on a variety of audio, web-based and written materials. Features of Japanese culture will also be discussed.



### Japanese Beginners 2

<b>Day</b>	Thursday
<b>Date</b>	17 February - 2 Jun 2011
<b>Time</b>	7-9pm
<b>Length</b>	14 weeks
<b>Requirements</b>	Japanese Beginners or a similar beginners course of approximately 30 hours
<b>Location</b>	de Havilland campus
<b>Cost</b>	£150

This course will enable you to communicate with greater proficiency in Japanese in a range of situations, such as work, the home, leisure time, week-end plans, invitations and arranging to meet. This will lead to further competence in the pronunciation and grammatical structure of Japanese. You will be introduced to essential verbs in the present and past tense. You will converse and carry out reading, listening and some written tasks within the framework of the vocabulary and structures studied. The module will be based on a variety of audio, web-based and written materials. Features of Japanese culture will also be discussed.

For more information on each course please visit:  
[go.herts.ac.uk/shorthum](http://go.herts.ac.uk/shorthum)



# Languages - Spanish

## Spanish Beginners 1

<b>Day</b>	Wednesday
<b>Date</b>	16 February – 1 June 2011
<b>Time</b>	7-9pm
<b>Length</b>	14 weeks
<b>Requirements</b>	None
<b>Location</b>	de Havilland campus
<b>Cost</b>	£150

An introduction to Spanish for people with little or no previous knowledge of the subject. This course aims to enable you to:

- Achieve a basic grounding in the pronunciation and grammatical structure of Spanish;
- Attain initial competence in comprehending and using the spoken and written language;
- Acquire an initial knowledge of and empathy with some aspects of the culture and lifestyle of the people of Spain.



## Spanish Beginners 2

<b>Day</b>	Thursday
<b>Date</b>	17 February – 2 June 2011
<b>Time</b>	6-8pm
<b>Length</b>	14 weeks
<b>Requirements</b>	Spanish Beginners 1 or a similar beginners course totalling approximately 30 hours
<b>Location</b>	de Havilland campus
<b>Cost</b>	£150

This course builds on existing knowledge and aims to enable you to:

- Achieve further competence in the pronunciation and grammatical structure of Spanish;
- Attain further competence in comprehending and using the spoken and written language;
- Acquire further knowledge of and empathy with some aspects of the culture and lifestyle of the people of Spain.

For more information on each course please visit:  
[go.herts.ac.uk/shorthum](http://go.herts.ac.uk/shorthum)

## Spanish Intermediate

<b>Day</b>	Tuesday
<b>Date</b>	15 February – 31 May 2011
<b>Time</b>	6-8pm
<b>Length</b>	14 weeks
<b>Requirements</b>	Spanish Beginners 1 and 2 or a similar beginners course totalling approximately 60 hours
<b>Location</b>	de Havilland campus
<b>Cost</b>	£150

This course progresses from Beginners 2 and is at pre-GCSE level. The course revisits and strengthens existing knowledge to ensure that learners achieve a more confident use of the language. It equips you to deal competently with a wide range of situations, whether you are visiting Spain or relocating there.



## Spanish Advanced

<b>Day</b>	Thursday
<b>Date</b>	17 February – 2 June 2011
<b>Time</b>	8-10pm
<b>Length</b>	14 weeks
<b>Requirements</b>	GCSE Level Spanish
<b>Location</b>	de Havilland campus
<b>Cost</b>	£150

The course is topic based, around Spanish culture and everyday life, and includes studying real reports from newspapers and other media. During the lesson itself we concentrate on speaking, conversation, listening and reading.

For more information on each course please visit:  
[go.herts.ac.uk/shorthum](http://go.herts.ac.uk/shorthum)

## Preparing for IELTS - The International English Language Testing System

Day	Tuesday
Date	15 February - 31 May 2011
Time	7-9pm
Length	14 weeks
Requirements	Intermediate Level of English
Location	de Havilland campus
Cost	£150 (excluding exam fees)

The International English Language Testing System (IELTS) is a structured exam focusing on the four skills of reading; writing; speaking; and listening and is widely recognised by universities and professional bodies as evidence of an advanced level of English. This course aims to provide skills and language development in order to prepare students for the requirements of the IELTS exam. It is ideal, therefore, for students and professionals who need to attain the necessary level of English required for academic or professional purposes. Students are expected to have reached at least an Intermediate level of English across the four skills prior to joining the course.



## Part-Time Degrees

Have you considered joining our thriving community of part-time students in the School of Humanities?

We offer degrees in:

- English Language and Communication
- History
- English Literature
- Philosophy and
- Humanities

Which you can combine with subjects such as:

- Acting and Screen Performance
- American Studies
- Creative Writing
- Film
- Journalism
- Modern Languages
- and New Media Cultures.

Part-time students study alongside full-time students during the day and have equal access to our exciting range of modules, our superb facilities and our friendly and supportive staff.

The part-time route is extremely flexible: with our help and advice you can put together a course of study which follows your developing interests and fits in with your other commitments.

A part-time student can take on anything between two and five modules a year (divided between two semesters), and if you study at the maximum rate you could complete an Honours Degree in just five years.

Applications can be made directly to the university, online via <https://uhapply.herts.ac.uk>

Each application is considered individually, on its merits.

If you have any questions, please contact Dr. Anna Tripp, the Tutor for Part-time Students, on [a.f.tripp@herts.ac.uk](mailto:a.f.tripp@herts.ac.uk)

## Bespoke Courses

The School of Humanities also offers bespoke training courses in the subjects covered by the evening classes as well as a range of other topics to local businesses at very competitive rates.

Please contact Rubina Menghrani by telephone on 01707 285887 or by email at [r.menghrani@herts.ac.uk](mailto:r.menghrani@herts.ac.uk)

For more information on languages and media services for business, visit [go.herts.ac.uk/language-and-media-services](http://go.herts.ac.uk/language-and-media-services)





## How to Apply

### By post to:

Lorraine de Souza  
Short Course Administrator  
R312, Humanities Office  
University of Hertfordshire  
College Lane  
Hatfield  
Herts  
AL10 9AB

Please complete and return the enrolment form which is on the last page of this booklet, attaching full payment. Cheques should be made payable to 'University of Hertfordshire' – please also write your name, address, and the course title on the reverse of the cheque. Alternatively please enter your credit card details in the space provided on the enrolment form.

### Email address and telephone number

It is important that you give an up-to-date email address that you check regularly and a telephone contact number

### In person

It is also possible to enrol in person at the Humanities Admin Office, R Block, Room 312 on de Havilland campus, Hatfield. Please bring your completed enrolment form and full payment

Applications must be received by the University no less than 10 working days prior to the start of the course.

For administrative enquiries please contact the Short Course Administrator, Lorraine de Souza by e-mail at [ShortHum@herts.ac.uk](mailto:ShortHum@herts.ac.uk) or by phone at 01707 285482 or 01707 285040

## Terms & Conditions

All bookings are subject to UH Terms and Conditions of Business for Short Courses, a copy of which is sent to all applicants with confirmation of enrolment.

### Fee Information

Prices shown apply to everyone – there are no concessions on any of these courses.

Members of UH staff may apply for funding through their manager.

If the course is considered appropriate to your continuing professional development, your manager must then complete the relevant section on the application form.

### Refunds

Refunds are not payable unless written notification of withdrawal is received by the University at least 7 working days before the start of the course. In such cases a 10% administrative charge will be deducted from any refund.

### Confirmation

You will be sent a confirmation letter by email (or post) with course joining details. Please book early to avoid disappointment.

### Class Cancellations

The University reserves the right to cancel any Course or part thereof, whether or not you have already commenced the Course, in the event of circumstances occurring beyond its control.

In the event of such a cancellation, the University will (save where cancellation is due to your breach of any of these terms and conditions) refund all course fees paid.

### Data Protection Act (1998)

The names of people enquiring about or enrolled on our modules are held on a database which will be used to send information about future classes. Please let us know if you wish your name to be removed.



# Enrolment Open Evening

Monday 24<sup>th</sup> January 2011  
5:30 - 7:30

De Havilland Campus Main Reception

Contact [shorthum@herts.co.uk](mailto:shorthum@herts.co.uk) or 01707 285482

## Semester B Courses

Course	No of weeks	Time (pm)	Cost
<b>Start Dates: Tuesday 15 February 2011</b>			
Chinese (Mandarin) Beginners 1	14	7-9	£150
Spanish Intermediate	14	6-8	£150
French Beginners 1	14	6-8	£150
IELTS	14	7-9	£150
<b>Wednesday 16 February 2011</b>			
French Beginners 2	14	6-8	£150
Italian Beginners 2	14	6-8	£150
Japanese Beginners 1	14	7-9	£150
Spanish Beginners 1	14	7-9	£150
<b>Thursday 17 February 2011</b>			
African Drumming	14	6-8	£150
Chinese (Mandarin) Beginners 2	14	7-9	£150
Creative Writing	14	6-8	£150
French Advanced	14	6-8	£150
Italian Beginners 1	14	6-8	£150
Japanese Beginners 2	14	7-9	£150
Next Steps in Family History	10	7-9	£110
Spanish Advanced	14	8-10	£150
Spanish Beginners 2	14	6-8	£150

## Application Form 2010/11 Humanities Evening Classes

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone Number (day): \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Email: \_\_\_\_\_  
(Please print)  Please tick here if you **DO NOT** wish to be contacted for future courses

I wish to enrol on the following course (s):

**Course Title** \_\_\_\_\_

## Payment Details

I enclose a cheque for £ \_\_\_\_\_ made payable to "University of Hertfordshire". Please write course name on the back of your cheque.

I enclose cash for £ \_\_\_\_\_ **(PLEASE DO NOT POST - by hand only)**

Please charge £ \_\_\_\_\_ to my credit/debit card (American Express and Diners Club not accepted)

**Card Number:** \_\_\_\_\_

**Security code (last three digits on reverse):** \_\_\_\_\_

Issue Number (Switch only): \_\_\_\_\_

Start Date: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Card Holder's name (as printed on the card): \_\_\_\_\_

Card Holder's Signature: \_\_\_\_\_

**For UH Staff only - if your department is funding your study please complete:**

Please transfer £ \_\_\_\_\_ to School of Humanities

Budget Code \_\_\_\_\_

Budget holder's name \_\_\_\_\_

Budget holder's signature \_\_\_\_\_

**Please return completed applications to:** Lorraine de Souza, Short Course Administrator, School of Humanities, University of Hertfordshire, College Lane, Hatfield, Herts, AL10 9AB