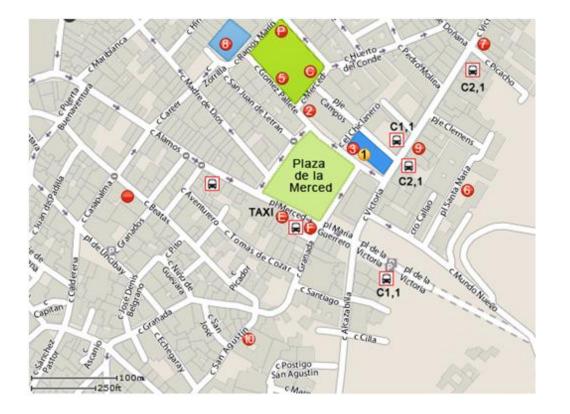
C – BANK MACHINE	5 – FRESH MARKET GOURMET
E – TOBACCO SHOP	6 – PLAZA SANTA MARÍA
F – PHARMACY	7 – SUPERMARKET ("DIA")
P – POLICE	8 – CERVANTES THEATER
1 – SCHOOL	9 – COPY SHOP
2 – BIRTHPLACE OF PICASSO	10 – PICASSO MUSEUM
3 –BAR PICASSO	



# Instituto Picasso - zone map



Instituto Picasso





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Blog

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**Instagram** 

www.instagram.com/instituto\_picasso

institutopicassoblog.wordpress.com

INSTITUTO DE ESPAÑOL PICASSO Plaza de la Merced. 20 - 1º • E-29012 Málaga Tel.: +34 95 221 39 32 Fax: +34 95 221 07 99

E-MAIL: info@instituto-picasso.com Internet: http://www.instituto-picasso.com

Student's Guide

#### TRANSPORT AIRPORT 952048804 SEAPORT 952125000 952350061 **BUS STATION** UNITAXI 952333333 TAXIUNIÓN 952040804 **TELE-RUTA** 900123500 SECURITY TRAFFIC AUTHORITIES 952357200 952126650 **CIVIL PROTECTION** MARITIME SECURITY AND MOUNTAIN RESCUE 900202202 MOTORWAY SECURITY 917421213 **FIREBRIGADES** CENTRAL TRAFFIC CONTROL 080 952310611 **CIVIL GUARDS/TRAFFIC** LOCAL POLICE 062/952272400 NATIONAL POLICE 092 TRAFFIC AUTHORITIES 091 **AIRLINES** AIR EUROPA (www.aireuropa.com) 902 401 501 **IBERIA** (www.iberia.es) 902 400 433 SPANAIR (www.spanair.com) 902 929 191 AERLINGUS (www.aerlingus.com) 902 502 737 AEROFLOT (www.aeroflot.com) 952 048 333 AIR BERLIN (www.airberlin.com) 901 116 402 ALITALIA (www.alitalia.es) 902 889 035 AIRFRANCE (www.airfrance.com) 902 207 090 BRITISH AIRWAYS (www.britishairways.com) 902 111 333 BRUSSELS AIRLINES (www.flysn.com) 902 901 492 FINNAIR (www.finnair.com) 952 048 328 KLM (www.klm.com) 902 222 747 LOT (www.lot.es) 901 116 710 LUFTHANSA (www.portal.lufthansa.com) 902 220 114 OLYMPIC AIRLINES (www.olympic-airways.com) 91 541 99 45 SWISS INTERNATIONAL -AIRLINE(www.swiss.com) 901 116 712

## **Student's Guide**

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Firebrigades/Bomberos Urgencias	080
Consulate of Germany	952 363 591
Consulate of Saudi Arabia	952 310 358
Consulate of Austria	952 600 267
Consulate of Belgium	952 399 907
Consulate of Brazil	952 211 069
Consulate of Canada	952 223 346
Consulate of Denmark	952 448 450
Consulate of the USA	952 474 891
Consulate of Philippines	952 222 757
Consulate of Finland	952 212 435
Consulate of France	952 226 590
Consulate of Greece	952 311 847
Consulate of Iceland	952 661 200
Consulate of Italy	952 306 150
Consulate of Monaco	952 215 144
Consulate of Norway	952 210 331
Consulate of the Netherlands	952 380 888
Consulate of the UK	952 352 300
Consulate of Switzerland	952 217 266
Embassy of Japan in Madrid	91 590 7600
Embassy of China in Madrid	91 519 4242 / 91 519 3672
Central Post Office	952 348 431
Post Office C/Santa Lucía, 7	952 256 410
Post Office Cruz Del Molinillo	952 254 216
Central Coordinator of Emergency	112
Emergency Ambulance	061
Local Police	092
National Police	091
Picasso Institute	952 21 39 32

# Welcome to Instituto Picasso.



Above all thank you very much for choosing the Institute Pablo Picasso in order to learn Spanish. We hope that this guide will be helpful to you during your stay in Málaga. If you have any suggestions, or believe some aspect has to be added or modified in this leaflet, we kindly ask you to contact us in the school office. Your opinion helps us to improve things.

**Student's Guide** 

The Institute P. Picasso offers a wide range of course types as listed below:

## Intensive Standard Course

Description: 4 lessons a day 1 lesson = 50 minutes

Schedule: from 10:00h to 14:00h. In summer (July, August, September) there are two sessions: Session I from 9:00h to 12:50h Session II from 13:00h to 17:00h

#### Contents:

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- Grammar and Vocabulary
- Oral and written comprehension
- Oral and written expression.

## Extra Intensive Standard Course I

Description: 4 lessons + 1 hour of private lesson per day (55 minutes)

*Schedule*: Intensive Standard Course The private lesson will be before or after the Intensive Standard Course

Contents:

- Intensive Standard Course
- 1 private lesson/day (contents according to the student needs)

Advice on civil security by the Assistance Service of the Council of the Government and Justice of the Andalusian Assembly/"Servicio de Asistencia de la Consejería de Gobernación y Justicia de la Junta de Andalucía"

Málaga is a city that is neither less safe nor safer than any other European city or town, but we would like to give you some instructions to contribute to a more relaxing and comfortable stay.

We advise not to go all alone to the Alcazaba gardens, the Gibralfaro Castle and uphill. The Institute organizes visits to the Gibralfaro Castle.

If you return home late, we recommend to take a taxi (5  $\in$  to 10  $\in$ )

Avoid lonely places, above all in the early afternoon (siesta) and at night.

Do not carry a lot of cash, visible expensive objects with you. Do not have your address in Málaga written down together with your apartment keys.

Do not give your apartment keys to anyone, do not accommodate anyone you have just met. This is for your and your flatmates' security.

On the beach do not leave your staffs alone, without supervision.

Do not leave your hand bag on the back of your chair or on the floor when you sit in a bar or at any other public place.

In case of robbery/theft be sure to ask the police for a copy of the complaint, especially if you have an insurance. This helps you for the necessary steps with your insurance company later on.

If your credit card or checks are stolen, notify your bank immediately.

If you wear a backpack, do not take on your back, but in your front.

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#### Student's Guide

#### **Student's Guide**

# **Hospitals and Emergency Services**

SERVICE	PHONE NUMBER	ADDRESS
Emergency Ambulance	061	
Clínica Doctor Gálvez	952 224 295	C/ San Agustín, 1
Hospital Regional Carlos Haya	952 390 400	Av. Carlos Haya, 82-84

## *Restaurants, Bars, Cafés, Food, Leisure , entertainment* <u>*Downtown:*</u>

- Plaza Mitjana: 30 bars for drinks at night
- (especially at weekends)
- El Cortijo de Pepe: tapas
- El Pimpi: Bodega.
- Restaurant EL CHINITAS (good, but expensive), C/ Moreno Monroy (sector Larios)
- bar ORELLANA (70 differenttapas), in C/ Moreno Monroy (sector Larios)
- Plaza de Merced: market, supermarket, pizzerias, bars, theatre.
- bar/restaurant Mercado de la Merced
- Picaso: next to the Institute: cafeteria, bar, tapas and international food

**Student's Guide** 

#### Zone Pedregalejo: bus number 11, bus stop in "El Parque"

- bars: Bolivia, Donde, El Balneario...
- restaurants close to the beach: El Tintero

#### Zone Plaza de Toros/Malagueta

- restaurants
- -discotheques
- -bars

#### Zone Plaza Mayor:

mall with cinema, restaurants of all types, discotheques, pubs, bowling and gym.

### Flea Market:

Time schedule: 10 am to 2 pm Zone "Huelin": Wednesday and Saturday Zone "Rosaleda": Sunday

# **Instituto Picasso**

# Extra Intensive Standard Course II

#### Description: 4 lessons

+ 2 private lessons per day (55 minutes/lesson)

Schedule: from 9:00h to 15:00h, except on summer season

#### Contents:

- Intensive Standard Course
- 2 private lessons/day (contents according to the student needs)

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## **Special Courses**

Commercial Spanish, Literature, History, Civilization + Culture, ...

**Description:** 4 lessons Intensive Standard Course + 1 private lesson (*Commercial Spanish, Literature, History...*)

Schedule: Intensive Standard Course + 1 private lesson (before or after the Intensive Standard Course)

#### Contents:

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Intensive Standard Course 1 Private lesson: - Specialized Vocabulary - Oral and written comprehension - Oral and written expression.

# About Málaga

## Post Office:

A letter up to 20 grammes by airmail costs 0.78 € for European countries and 0.90 € for non-European countries. The yellow mailboxes are for standard mail and the red mail boxes for urgent mail. You can buy stamps not only in the post office but also in any tobacco shop called "estanco". You can also find international fast mailing services in Málaga, such as DHL, SEUR, and UPS.

# Public Transport:

The municipal bus company has 39 routes including the airport bus A and several night buslines. Each trip of the municipal routes costs  $1,30 \in$  and  $3,00 \in$  for the airport bus A. There is a discount system called TARJETA BUS. In order to benefit from this system, you buy a card that is exclusively sold in the tobacco shops for  $1,80 \in$ , and that can be reloaded as often as necessary (10 trips cost  $8,30 \in$ ). In general, bus drivers do not accept bank notes higher than  $5 \in$ . There is a metro station 'Alameda' for the connection Málaga – Fuengirola located in the main street Alameda Principal/Avenida Andalucía near the Tetuán Bridge over the mostly dry Guadalmedina river downtown.

# Cell phones:

Non-residents can easily acquire a cell phone or phone card for the cell phone. We recommend the most extended mode of pre-payment "pre-pago". There is a wide range of rates and quality, basically depending on the model, brand, store, special offers etc. In most cases, a new mobile phone has a pre-paid card included with an amount of 12 to  $36 \notin$  for making phone calls.

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## <u>Library</u>

The books of the funds of the library are at our students' disposal. They can be borrowed in our office. You can borrow one book at a time for a maximum of 7 days. This deadline can be prolonged if you ask and notify in the office. If no one is on the waiting list, you can keep the book for another few days.

# Office hours

The office hours are from Monday to Thursday from 9.30 am to 5.30 pm, on Friday from 9.30 am to 4.30 pm, throughout the year. Ask for the office hours during top season. We give information, receive course and accommodation fees, try to answer questions and solve problems that might come up in the courses or accommodation. We are able to talk to you in English, German, French and Spanish.

## Time tables of interest:

- banks: from 8.30 am to 2 pm
- shops: from 10 am or 10.30 am to 1.30 pm and from 5 pm to 8.30 pm department stores (El Corte Inglés): from 10 am to 10 pm
- Eroski (Mall Centro Larios): from 10 am to 10 pm
- Vialia Mall Estación María Zambrano (RENFE): de 10 am to 10 pm
- other shops in the centre of the city are open as well all day
- pharmacies: from 9.30 am to 1.30 am and from 5.30 am to 8.30 pm.
  There is one pharmacy on 'Plaza de la Constitución' and another one in "Alameda Principal" open from 9.30 am to 10 pm. The pharmacy opposite the bullring is open daily 24 hours.
- post office: giros (postal money orders) from 9 am to 2 pm, fax and parcels in the morning and afternoon

#### Hospitals:

 for emergencies: Hospital Carlos Haya/Hospital Civil. With a private or medical insurance and on forwarding payment, Hospital Gálvez attends you faster.

# **Instituto Picasso**

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# D.E.L.E. Preparation Course

#### Description:

4 specific D.E.L.E. preparation lessons \* NOTE: 1 lesson = 50 minutes

Schedule: from 10:00h to 14:00h

*Classification:* requirements for obtaining D.E.L.E.: The student will be prepared for acquiring the four skills and knowledge in order to pass the Diploma of Spanish as a Foreign Language with a successful result. D.E.L.E. is the only internationally recognized diploma that certifies capacity in the use of Spanish in the Basic, Intermediate and Superior levels.

Minimum 3 participants in the same level

# <u>Preparation Course for the exam of the Chamber of</u> <u>Commerce</u>

**Description:** 4 preparation lessons for the exam of the Chamber of Commerce 1 lesson = 50 minutes

*Schedule:* from 10:00h to 14:00h

*Classification:* The student will be prepared for acquiring the skills and knowledge in order to pass the "Certificado Básico y Superior de español de los negocios" with a successful result. It is the only internationally recognized diploma that certifies capacity in the use of Commercial Spanish - "Español de los negocios".

Minimum 3 participants in the same level

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**Instituto Picasso** 

## Private Lessons

**Description:** Private lessons 1 lesson = 55 minutes

Schedule: contact school office.

*Contents:* The contents of the private lesson is selected by the student according to his/her study aims.

## **Instituto Picasso**

## Internet

The Picasso Institute has various terminals with free access to the internet at the disposition of the students who are enrolled in the course. The use of the terminals is strictly forbidden to any other person who is not registered in the Institute.

The time schedules for using the Internet is from Monday to Thursday from 9.30 am to 5.30 pm, on Friday from 9.30 am to 4.30 pm, throughout the year, and in the top season (in summer) during office hours. Students have to adapt to this time schedule which directly depends on the office hours. It can be modified without previous notice.

If you have your own PC, you can connect it to our local net and use the internet without time limit within the established time schedule. As a general norm, you have no access to the printers of the Institute.

# Instituto Picasso Wi-Fi

Wi-Fi	Instituto-Picasso
Password:	33952777
Wi-Fi	MOVISTAR_PLUS_5DC4
Password:	2D3DF89991BD9F66D77B
Wi-Fi	MOVISTAR _5DC4
Password:	2D3DF89991BD9F66D77B
Wi-Fi	Picasso2
Password:	31922495



# Norms that must be respected in the accommodation of the Picasso Institute

• Throw out the rubbish into the (mostly subterranean) specified street containers every evening after 7 p.m.

• Do not store rubbish bags, empty bottles, magazines, and newspapers in the apartments.

• The cleaning lady comes by every two weeks in order to clean the apartments and change the sheets.

• Keep the rooms clean. They cannot be cleaned properly by the cleaning lady, if they are messy.

• Make sure that the lights, gas and stoves are switched off, if no one is at home.

• If one of the two gas bottles ("bombonas") is empty, please notify in the school office as soon as possible (beginning of office hours) so that we can order new bottles from the gas company in time.

• Inform us on any problem or damage in the apartments as soon as possible. We kindly ask you to tell us in the office by 10 am to give

• It is absolutely forbidden to accommodate in the apartments people who are not authorized by the Institute.

• It is forbidden to make noise, listen to loud music or organize parties in the apartments, as it may bother neighbours who might call the police.

• It is forbidden to use stoves in the bedrooms. They are for common use in the living room.

• The Institute preserves the right to enter the different apartments for works of revisions, cleaning and maintenance.

• When you have used the washing machine, please wait 5 minutes until the security lock opens. Never open the door when the washing machine is switched on. Students who ignore this instruction can be made responsible for the damage and repair.

• Don't let anybody who does not belong to the Picasso Institute enter your apartment.

• The apartment has to be vacated for cleaning on Saturday at 12 o' clock the day after your course is over.

# Time schedule and study sessions

#### Intensive Standard course:

1stlesson:	10.00 – 10.50 break of 5 minutes
2ndlesson:	10.55 – 11.45 break of 30 minutes
3rd lesson:	12.15 – 13.05 break of 5 minutes
4thlesson:	13.10 - 14.00

Standard course (Summer Season):

Session I from 9:00h to 12:50h Session II from 13:00h to 17:00h

## Important information

- All students who are not zero beginners should fill in our test online and send it per Internet. This helps us to place you correctly before you join the course.
- The minimum course duration is 2 weeks, with possibilities to prolong Students have to be at least 16 years old to start a course, younger students have to be accompanied by an adult or submit a permission of the parents.
- Come to class on time.
- Every two weeks the students in levels 1, 2 and 3 can take a test to check
- their progress in class.
- The students receive a certificate stating the course duration, number of
- lessons, level, and assessment.
- The students of the advanced and superior levels may take an exam to obtain the diploma of the Picasso Institute

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## <u>Activities</u>

(Scheduled within one 4-week course, included in the course fee)

**Flamenco or salsa dance class:** With the purpose of complementing the general insight in Spanish culture and regional folklore, a qualified teacher gives a flamenco or salsa lesson once a week, one hour in the afternoon.

**Spanish cooking class:** We prepare together several typical dishes of the Spanish and Andalusian gastronomy once every four-week-session.

*Welcome cocktail:* The Institute organizes a welcome drink for our students on the first course day.

**Bar tours:** The Institute organizes a bar tour to the different fashion pubs and bars guided by a teacher one night per month. Each student pays his/her own drinks, although all the bars offer one invitation drink for free.

*Gastronomy tours:* Through the most typical bars of Malaga, accompanied by a teacher. Each student pays for his or her own drink.

**Beach volleyball:** Together with one or more teachers, once a week, in high season (May-September).

*Cultural visit:* The Institute schedules cultural visits in cooperation with the Tourist Board of Málaga. Our students can participate in the guided tours for free every Thursday, but have to sign up by Tuesday 12 o'clock.

# ACTIVITIES NOT INCLUDED IN THE COURSE FEE

- **Trips:** We organize out-of-town trips to places of tourist and cultural interest on Saturdays and Sundays. These trips are guided tours. They are not included in the course fee (as to the bus trip and entrance fees). Cash payment in school office by Thursday morning.

All the activities and further information are announced on the black board in front of the school office facing the entrance door. If you want to sign up beforehand, we hand or hang out a list to register.

Student's Guide

# Payment norms for course and accommodation

The total amount for course and accommodation has to be paid in the school office on the first two course days. The office hours are from 10:00h to 15:00h.

It is possible to pay cash or with a credit card (VISA, MASTER, MAESTRO, PAYPAL)

Please hand in the invoice/bill you will be given on the first course day so that we can sign receipt of payment and seal the bill.

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