

GENERAL INFORMATION

ON-LINE ENROLMENT - You can enrol ANYTIME on-line @ www.clanesm.com or

BY TELEPHONE using Visa, MasterCard or Laser card FROM Monday 30th August 2010 9.30am - 4.30pm.

POSTAL ENROLMENT - You can use the Postal Enrolment Form included, complete and return it with the full fee by cheque to Scoil Mhuire Adult Education, Clane, Naas, Co. Kildare. **Postal Enrolment saves queuing!**

ENROLMENT will also take place in Scoil Mhuire, Clane on **Wednesday 8th September 2010** between **7.30pm & 9.30pm** and **mornings, 9.30am - 1.00pm**

- ◆ FEES must be paid in full on Enrolment.
- ◆ FEES are non-refundable except where a course is not held due to poor enrolment. Fees will be returned. All cheques should be crossed and made payable to Scoil Mhuire Adult Education Account.
- ◆ **FEE** reductions may apply.
- ◆ **FORMATION OF COURSES** will depend upon sufficient enrolments for the course; **we will only contact you if your course is not formed.**
- ◆ Unless otherwise stated, courses are of ten weeks duration.
- ◆ Over 270 **car parking spaces** available on school grounds. Cars are parked at owners risk. Car Park closes at 10.15pm.
- ◆ **COURSE CLOSURE:** No course may be formed where the number of students enrolled does not warrant it. The Director reserves the right to close a course and refund fees or to alter times & dates of a course if deemed necessary.
- ◆ Participants must be at least **16 years of age** in order to participate in Adult Education Courses.
- ◆ All course participants attend at their own risk. Neither the Minister for Education nor the Board of Management and their officers accept liability for damage or injury to persons or property, while present in the school or its precincts.
- ◆ SMOKING is prohibited by law in any part of the school building or school grounds.
- ◆ **PLEASE book early to avoid disappointment.**
- ◆ **CLASS MATERIALS:** Where necessary a charge will be made for class materials.
- ◆ **NEW COURSES:** If you feel you would be suitably qualified to give a particular course we would be glad to hear from you.
- ◆ **GIFT VOUCHERS** can be purchased in the Office during Office hours.
- ◆ **LIGHT REFRESHMENTS** available.
- ◆ **CAREER GUIDANCE:** Information Counselling Service, Georges Street, Newbridge. Tel: 045-448512

FETAC REQUIREMENT

Scoil Mhuire Community School is registered with FETAC to offer programmes leading to FETAC Awards in the National Framework of Qualifications.

**Further information available from www.fetac.ie
(Use Course Code)**

AUTUMN TERM 2010

You can now enrol on line @ www.clanesm.com or by telephone using Visa, MasterCard or Laser

ADULT EDUCATION

Scoil Mhuire

Community School
Clane

Serving the Community

Why not treat yourself to a useful night out and get value for your money. The range of courses we are now offering will enable you to further your education, improve your skills, learn a new hobby, and at the same time have an enjoyable social evening.

Remember the Community School is for the Community - Why not make use of it?

Ní bua go firinne

EVENING CLASSES

Autumn Term 2010

All Courses will run for ten weeks unless otherwise stated

Mid-Term Break: Monday 25th Oct - Friday 29th Oct 2010

FOR FURTHER INFORMATION

Tel: **045 - 868255** Fax: 045 - 868788

Email: claneadult@gmail.com Website: www.clanesm.com

**To enrol on line log on to: www.clanesm.com
No extra cost for Laser Card**

ENROLMENT

**BY TELEPHONE
(045) 868255**

9.30am-4.30pm (Daily)

**Also EVENING (In person)
WEDNESDAY 8th Sept 2010
7.30pm - 9.30pm**

**And MORNINGS (In person)
9.30am - 1.00 pm**

COURSES BEGIN

Monday 20th September 2010

Tuesday 21st September 2010

Wednesday 22nd September 2010

Thursday 23rd September 2010

Friday 24th September 2010

THANK YOU to the Shops, Banks, Companies and Businesses who allow us display our Brochures and promote our Adult Education Programme.
Seamus Scully, Director of Adult Education

COMPUTERS

Participants of Computer and Business Courses may be required to purchase a memory stick

ECDL : (European Computer Driving Licence)

ECDL Accredited Centre

FETAC LEVEL 5 EQUIVALENT COMPONENT

Course No. 1001: ECDL Automated Testing Centre

Sessions: 20 **Wednesday** 7.30pm – 10.00pm

Fee: €500 (€250 per term)

Complete the seven ECDL modules using automated testing to receive immediate results using the most modern testing methods. Training CD and tuition included in the course fee. Complete course will be offered over two terms Autumn 2010 and Spring 2011. A total of 50 hours tuition. The seven modules are as follows: 1) Basic Concepts of Information Technology, 2) Using a Computer and Managing Files, 3) Word Processing, 4) Spreadsheets, 5) Information Network Services, 6) Presentation & Drawing, 7) Databases/Filing Systems. Some computer experience is essential. Additional Cost - Automated Testing & Skills Card €50, Repeat Modules €10 each.

Course No. 1002: WEB PAGE DESIGN Dreamweaver

Sessions: 10 **Wednesday** 8.00pm-10.00pm **Fee: €160**

Discover how easy and exciting it can be building your very own web page. Suitable for those with some computer experience.

Course No. 1003: COMPUTERS for over 55's (Not Absolute Beginners)

Sessions: 10 **Monday** 4.15pm-5.45pm **Fee: €90**

Why not read the newspapers using the Internet, send messages (email) to your friends.

Course No. 1004: COMPUTERS for over 55's (Absolute Beginners)

Sessions: 10 **Tuesday** 4.15pm-5.45pm **Fee: €90**

Course No. 1005: COMPUTERS Beginners

Sessions: 10 **Tuesday** 7.00pm-8.30pm **Fee: €100**

This course introduces the basic concepts of MS-Word, a word processing package, the Internet and E-mail.

Course No. 1008: COMPUTERS Improvers

Sessions: 10 **Tuesday** 8.30pm-10.00pm **Fee: €100**

Module 1: Word (to include document formatting & mail merge), Module 2: Excel (to include charts), Module 3: PowerPoint, Module 4: Using the Internet, Module 5: Setting up & using Email (using Hotmail)

Course No. 1018: INTERNET FOR BEGINNERS

Sessions: 10 **Tuesday** 8.00 pm –10.00 pm **Fee: €160**

Discover how to use the world of information available on the Internet safely. Topics include internet shopping, banking, security, and tips and tricks on how to manage your time on the internet effectively. Are you getting the most from your service provider, mobile versus fixed internet providers.

Course No. 1010: AUTOCAD

Sessions: 10 **Monday** 6.30pm-8.30pm **Fee: €190**

This course is designed for people working in industry i.e. Engineering, Architecture or Design; Apprentices in many of the trades; Students who are in or hope to follow a Third Level College Course. A student who successfully completes this course will have the ability to set up and use AutoCAD software for the production of a wide variety of Drawings. Some computer experience necessary. (Memory stick required)

Course No. 1012: KEYBOARD SKILLS & WORD-PROCESSING

Sessions: 10 **Wednesday** 6.30pm – 8.00pm **Fee: €100**

Learn to type properly and build up your word processing speed. Computer skills necessary.

COMPUTERS (Continued)

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Course No. 1021: Digitalcre8or

Sessions: 10 **Thursday** 7.00pm-10.00pm **Fee: €350**

Creative skills with digital media, encouraging creativity DigitalCre8or is structured into five creative and three sharing units. To gain the Award, students must successfully complete four units, including at least one from each group. You will learn to build an online e-portfolio which you can access from any computer. There are no exams! Your internationally recognised Certificate is awarded for completing the modules.

Course No.1013: MICROSOFT® OFFICE SPECIALIST EXCEL SCOIL MHUIRE - A Microsoft® IT Academy Automated Testing Centre

Sessions: 10 **Monday** 8.00pm – 10.00pm

Fee: €200

Become a Microsoft® IT Academy office Specialist in Excel with this ten week course. Obtain immediate results using the most modern testing methods and certification awarded by the Microsoft® Corporation. Test yourself in advance using automated practice exams - Course workbook & pack included with fee. Put Microsoft on your CV! Additional cost - Automated Testing €35.

Course No. 1023: MICROSOFT® OFFICE SPECIALIST WORD SCOIL MHUIRE - A Microsoft® IT Academy Automated Testing Centre

Sessions: 10 **Tuesday** 8.00pm – 10.00pm

Fee: €200

Become a Microsoft® IT Academy office Specialist in Word with this ten week course. Obtain immediate results using the most modern testing methods and certification awarded by the Microsoft® Corporation. Test yourself in advance using automated practice exams - Course workbook & pack included with fee. Put Microsoft on your CV! Additional cost - Automated Testing €35.

Course No. 1015: SOLID WORKS (PARAMETRIC CAD)

Sessions: 10 **Tuesday** 6.00pm – 8.00pm **Fee: €190**

3 D Modelling package, suitable for people in Engineering and Architecture or related fields. An introduction to Solid Works taking two dimensional objects and modelling them in 3 D. This package covers the fundamentals of sketching working drawings and assembly drawings. (Max. 16 students).

Course No. 1016: DIGITAL PHOTOGRAPHY PART 1

Sessions: 10 **Thursday** 8.30pm-10.00pm **Fee: €120**

For beginners using any digital camera. Learn to use the functions on your camera, how to download your photos to your computer. Learn how to produce better photographs.

Course No. 1017: DIGITAL PHOTOGRAPHY PART 2

Sessions: 10 **Thursday** 7.00pm-8.30pm **Fee: €120**

Get your images onto the computer and learn how to enhance them using basic Photoshop techniques. Produce top quality prints. Prepare your images for quality printing at home or in a Photo lab.

Course No. 1022; ADVANCED PHOTOGRAPHY

Sessions: 10 **Tuesday** 8.00pm –10.00pm **Fee: €170**

The course will be project based with work to be completed and reviewed weekly. One final project to be established and worked on throughout the ten weeks. Essential equipment Digital/35mm SLR (with lens) tripod. LAPTOP with photoshop elements loaded and licensed (photoshop 7 ideal). Studio flashes, lighting and back drops will be provided.

Course No. 1020: INTERNET & SOCIAL MEDIA

Sessions: 10 **Monday** 8 pm –10 pm **Fee: €160**

This course will walk through the many online options which can be used to develop a web presence for business or personal use. Applications like FaceBook, Twitter, Blogging, Linked In and many more will be covered progressing from beginner to advanced levels. The course is suitable for anyone wishing to understand the concepts and to connect online, whether on a personal level or on behalf of their club, business or organisation. Most of these applications are free to use and once mastered can be highly effective communication tools.

BUSINESS

You can now enrol on line @ www.clanesm.com or by telephone using Visa, MasterCard or Laser

Course No. 8010: BOOKKEEPING: Manual & Computerised

Sessions: 20 Monday 7.30pm -10.00pm
 Fee: €400 (€200 per term)

This is a course in both Manual and Computerised Bookkeeping. FETAC Level 5 Component Certificate will be available upon completion of both Term 1 Autumn 2010 (Manual Bookkeeping) and Term 2 Spring 2011 (Computerised Bookkeeping) using TAS Books. The course will appeal to those considering self employment or working (or intending to work) as a Book-Keeper. (Memory stick required)

Course No. 3006: COMPUTERISED PAYROLL

Sessions: 10 Wednesday 7.30pm -10.00pm Fee: €200

This course will provide you with the skills necessary to maintain payroll records for small to medium sized businesses using THESAURUS PAYROLL It will include a brief outline of payroll fundamentals, the Revenue System, PAYE, PRSI. Please note there are no exams. (Memory stick required)

Course No. 8011: PAYROLL: Manual & Computerised

Sessions: 20 Thursday 7.30pm -10.00pm
 Fee: €400 (€200 per term)

This course will provide you with the knowledge and skills necessary to maintain payroll records for small to medium sized businesses covering terminology, calculations and the production of statutory reports. Sage Quickpay used. Course runs over two terms, Autumn 2010 and Spring 2011. FETAC Level 5 Component Certificate may be obtained on completion of second term. (Memory stick required)

Course No. 3001: START & RUN YOUR OWN BUSINESS

Sessions: 10 Thursday 8.00pm-10.00pm Fee: €110

The Entrepreneur, Sourcing of Funds, Start up alternatives, Preparing & understanding a Business Plan & Cash Flow Projection, Legal Structure, Taxation, Premises (incl. Planning Permission), Insurance, Health & Safety, Frequently asked Questions, Quality.

Course No. 3012: HR COMPLIANCE FOR SMALL BUSINESSES

Sessions: 10 Tuesday 8.00pm-10.00pm Fee: €110

The 'HR Compliance for Small Businesses' programme takes an innovative approach to understanding business owners needs whilst equipping participants with knowledge and practical tools to assess their compliance in terms of employment law and HR best practice. It presents the information in a concise and logical format, with practical templates, checklists etc provided. Following the programme participants will :

- ◆ Ensure their business is legally compliant in the area of HR
- ◆ Understand Recruitment and Termination Practice, with particular emphasis on Equality Legislation; Employment Contracts
- ◆ Understand Disciplinary and Grievance Management Practice with particular emphasis on Bullying & Harassment
- ◆ Understand Time, Attendance and Leave Management practice, including Maternity Leave, Parental Leave, Organisation of Working Time Act, Flexible Working hours practice and part time leave requests.
- ◆ Manage Absenteeism
- ◆ Update/ create a company handbook to outline policies and procedures needed to ensure the workplace is compliant. .
- ◆ Understand Health & Safety practice
- ◆ Understand Employee Induction Practice
- ◆ Understand IT, Internet, Email and Data Protection Practice
- ◆ Termination & Redundancy – Adhering to current legislation

Participants will get a chance to raise HR issues directly relating to their business.

Course No. 3008: INTRODUCTION TO LAW

Sessions: 10 Monday 8.00pm-10.00pm Fee: €120

Topics covered include: Sources of Law, Division of Law — Constitutional, Civil, Criminal, Family, etc. The Courts Structure & Legal Personnel, The Law of Negligence— Employers Liability, Occupiers Liability Trespass & the Law of Defamation. Contract & Consumer Law, Sale of Goods & Supply of Services Legislation, Employment Law — Unfair Dismissals, Maternity Protection, Employment Equality Holiday entitlements, Provisions for Part-time workers etc. Wills & Succession. Tutor is a practising Solicitor.

BUSINESS (Continued)

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Course No. 3013: CLEVER CASH MANAGEMENT

Sessions: 10 Wednesday 8.00pm-10.00pm Fee: €110

FOR SMALL BUSINESS OWNERS. The aim of this course is to provide small business owners with the knowledge, skills and confidence to manage their cash flow more effectively in order to minimise their bank overdrafts and costs, MAXIMISE PROFITS.

Course No. 3005: COMPUTERISED ACCOUNTS

Sessions: 10 Tuesday 7.30pm -10.00pm Fee: €200

This is an introduction to a computerised accounting system for students with no knowledge of accounts. It will enable students to process and record everyday business transactions. Invoices, credit notes, receipts, payments, while at the same time explaining the principals of double entry bookkeeping

Course No. 3030: COMPUTERISED ACCOUNTS/ IMPROVERS

Sessions: 10 Wednesday 7.30pm -10.00pm Fee: €200

Suitable for students with some basic knowledge of bookkeeping who wish to use an integrated computerised accounting system. nominal ledger setup, invoice production, customer receipts, statements, age debt reports, supplier invoices, supplier payments with remittance advices, credit card accounts, vat returns, trial balance.

JUNIOR & LEAVING CERT. SUBJECTS

**All students must complete Form E10 for
 State Examinations Commission
 in order to sit Leaving Certificate Examination in June 2011**

Course No. 2011: JUNIOR CERT MATHS

Sessions: 20 Thursday 7.30pm-9.30pm Fee: €300

Course No. 2012: JUNIOR CERT IRISH

Sessions: 20 Monday 6.00pm-8.00pm Fee: €300

Course No. 2013: JUNIOR CERT ENGLISH

Sessions: 20 Thursday 7.30pm-9.30pm Fee: €300

Course No. 2014: MATHS FOR PARENTS

Sessions: 10 Monday 7.30pm-9.30pm Fee: €110

Do you struggle to help your child with maths homework.? Did you always hate maths in school? Come along to this class and it will help solve these problems.

Course No 2010 LEAVING CERT ORAL IRISH

Sessions: 15 Tuesday 6.30pm - 8.00pm Fee: €250

Gaeilge don Scrúdú Béil: Preparation for the oral Irish exam at Leaving Cert. Suitable for both pass and honours students. Focus on conversation, exam preparation and some aspects of grammar. Course will run over Autumn 2010 and part of Spring 2011.

Course No. 2002: LEAVING CERT MATHS

Sessions: 20 Monday 7.30pm-9.30pm Fee: €300

Course No. 2003: LEAVING CERT BIOLOGY (Honours)

Sessions: 20 Thursday 7.30pm-9.30pm Fee: €300

3 monthly payments start date Sept 20th

Course No. 2004: LEAVING CERT IRISH (Honours)

Sessions: 20 Tuesday 8.00pm-10.00pm Fee: €300

Course No. 2007: LEARNING SKILLS

Mon, Tues, Wed & Thurs 7.30pm-9.30pm

LANGUAGES

- Course No. 4001: SPANISH Beginners**
Sessions: 10 **Thursday** 8.00pm-10.00pm **Fee: €110**
 An introduction to Spanish language and culture in a relaxed atmosphere, covering everyday situations, with emphasis on pronunciation and oral practice. Just the course to get you started.
- Course No. 4002: SPANISH Improvers**
Sessions: 10 **Monday** 8.00pm-10.00pm **Fee: €110**
 For those who have taken a Basic Course in Spanish.
- Course No. 4003: CONVERSATIONAL IRISH**
Sessions: 10 **Monday** 8.00pm-10.00pm **Fee: €100**
 Expand on your 'Cúpla Focal' in a relaxed and friendly environment.
- Course No. 4004: CONVERSATIONAL IRISH Improvers**
Sessions: 10 **Monday** 8.00pm-10.00pm **Fee: €100**
- Course No. 4005: ENGLISH AS A SECOND LANGUAGE**
Sessions: 10 **Wednesday** 8.00pm-10.00pm **Fee: €100**
- Course No. 4008: CONVERSATIONAL FRENCH**
Sessions: 10 **Monday** 8.00pm-10.00pm **Fee: €110**
 This course is suitable for those interested in improving their spoken French, especially when going on holiday.
- Course No. 4009: FRENCH Beginners**
Sessions: 10 **Wednesday** 8.00pm-10.00pm **Fee: €110**
 This course is suitable for beginners. Prepare for your holiday in France, move on to Conversational French next term.
- Course No. 4010: ITALIAN Beginners**
Sessions: 10 **Tuesday** 8.00pm-10.00pm **Fee: €110**
 Enjoy learning Italian, discovering something new about Italy and her people.
- Course No. 4011: ITALIAN Improvers**
Sessions: 10 **Thursday** 7.30pm-9.30pm **Fee: €110**
- Course No. 4012: GERMAN Beginners**
Sessions: 10 **Tuesday** 8.00pm -10.00pm **Fee: €110**
 Learn a new language and dip into the customs of German speaking countries.
- Course No. 4013: SIGN LANGUAGE Beginners**
Sessions: 10 **Tuesday** 7.30pm-9.30pm **Fee: €100**
 This Course is suitable for beginners learning Irish Sign Language (ISL).
- Course No. 4018: SIGN LANGUAGE IMPROVERS LEVEL 2**
Sessions: 8 **Wednesday** 7.30pm-9.30pm **Fee: €100**
 Suitable for those who have completed level 1.
- Course No. 4019 : RUSSIAN Beginners**
Sessions: 10 **Wednesday** 8.00pm-10.00pm **Fee: €110**
 This course is suitable for beginners.

HEALTH & FITNESS

- Course No. 5100: PALLIATIVE CARE SKILLS /INTRODUCTION**
Sessions: 10 **Tuesday** 7.30pm-9.30pm **Fee: €110**
 What is Palliative Care. World Health Organisation (WHO) Overview of policy. Teamwork in the community/with the family Assessment – Communication – Counselling skills. Team members – who are they / Palliative caring of non-malignant patients.. History of the Hospice movement. Emotional physical and spiritual pain "Pain is what the person says it is" How to prepare and support when a person starts to die. Bereavement support after death. Tutor is a senior medical social worker with the Hospice. Each participant will be encouraged to complete a project /assignment. A site visit will be part of the introduction (optional).

HEALTH & FITNESS (Continued)

You can now enrol on line @ www.clanesm.com or by telephone using Visa, MasterCard or Laser

- Course No. 5093: AROMATHERAPY & HOLISTIC HEALTH**
Sessions: 10 **Monday** 8.00pm-10.00pm **Fee: €110**
 This Introduction to Aromatherapy and Holistic Health course is ideal for the beginner to gain an insight to the wonderful world of aromatherapy, massage and the holistic lifestyle. You get to use, smell and work with lots of essential oils, learn a wonderful hand massage, how to make blends for common ailments such as colds, sinus, stress and much more.
- Course No. 5098: CHILD-PARENT RELATIONSHIP TRAINING**
Sessions: 10 **Tuesday** 7.30pm –9.30pm **Fee: €110**
 To promote awareness and psychological well-being of parents and their children. Do you feel frustrated and find you are repeating yourself with little positive result. Regain control , help your child develop self-control. Understand your child's emotional needs and communicate more effectively.
- Course No. 5089 JUNGLIAN PSYCHOLOGY**
Sessions: 10 **Tuesday** 8.00pm -10.00pm **Fee: €110**
 Have you ever wondered what your dreams are saying to you? This course introduces you to Jungian psychology and dream analysis. Explore the fascinating symbolism of your unconscious mind. Discover your hidden potential and learn to harness the power of your true Self.
- Course No. 5090: I.E.T. (INTEGRATED ENERGY THERAPY) INTRODUCTION**
Sessions: 10 **Tuesday** 7.30pm - 9.30pm **Fee: €120**
 IET is one of the next generation—hands on—power energy therapy systems that gets the "issues out of your tissues" for good. It will help you gain a brief understanding of the human body, systems and energy field. This course is designed for everyone, students, home carers and people with an interest in holistic therapies. Find out how the channelled energy can help the body recharge its energies. (Extra charge for materials.)
- Course No. 5091: BALLET**
Sessions: 10 **Monday** 7.00pm - 8.00pm **Fee: €70**
 Basic steps and simple dances, a fun way to tone and exercise.
- Course No. 5087: INDOOR SOCCER (for Ladies)**
Sessions: 10 **Tuesday** 7.30pm - 8.30pm **Fee: €70**
- Course No. 5036: TRADITIONAL DANCING**
Sessions: 10 **Wednesday** 8.00pm-10.00pm **Fee: €110**
 Brush Dancing, Two Hand Dances, Sean Nos Dancing, Irish Set Dancing, Folk Dances, Hornpipe Steps.
- Course No. 5094: TRACE YOUR FAMILY**
Sessions: 10 **Monday** 8.00pm-10.00pm **Fee: €110**
 "A introductory course on how to trace your family History & build up your family tree, course will look at Births, deaths, marriages, census returns & many more records from Ireland & United Kingdom"
- Course No. 5097: VINYASAS (YOGAFLOWS)**
Sessions: 10 **Thursday** 7.00pm-8.30pm **Fee: €90**
 Dynamic activity classes through the practice of Vinyasas (Yogaflows) providing a therapeutic work out for participants. Practising yoga through Vinyasas allows learners to connect yoga poses together in a sequence leading to a deeper less interrupted flow of yoga practice.
- Course No. 5096: ASSERTIVENESS SKILLS**
Sessions: 10 **Tuesday** 8.00pm-10.00pm **Fee: €110**
 Do you ever say "yes" when you want to say "no"? Do you sometimes find it hard to ask for what you want? Are you confident expressing your feelings and opinions? How do you react to criticism? These and other situations are common areas of difficulty for many people. The course will cover the following areas, in a safe friendly atmosphere: making and refusing requests, expressing feelings, building self esteem, handling criticism, goal setting and personal power.

HEALTH & FITNESS (Continued)

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- Course No. 5001: SALSA DANCING**
Sessions: 10 Monday 9.00pm - 10.00pm Fee: €70
Lets Salsa! Learn to dance with this fun latin dance. No partner required.
- Course No. 5002: BELLY DANCING (for Ladies)**
Sessions: 10 Thursday 7.00pm - 8.00pm Fee: €70
How to move in mysterious ways. The Art of authentic Eastern Dance. A fun way to lose weight and stay in good shape.
- Course No. 5084: BOLLYWOOD DANCE (for Ladies)**
Sessions: 10 Thursday 9.00pm - 10.00pm Fee: €90
Fun and lively Indian dance routines.
- Course No. 5085: BURLESQUE (for Ladies)**
Sessions: 10 Thursday 8.00pm - 9.00pm Fee: €90
Fun, exciting & effective workout to boost your self-esteem. (Props supplied.)
- Course No. 5003: BALLROOM & LATIN AMERICAN DANCING**
Sessions: 10 Monday 8.00pm-9.00pm Fee: €70
Beginners - Salsa, Swing, Samba, Jive, Waltz & Cha Cha.
- Course No. 5006: ADULT HIP HOP/ STREET DANCE**
Sessions: 10 Tuesday 9.00pm - 10.00pm Fee: €70
Basic style of American Hip Hop, modern style of dance.
- Course No. 5026: LINE DANCING - Beginners/Improvers**
Sessions: 10 Thursday 8.30pm -10.00pm Fee: €100
All welcome with Leanne—never too young, never too old.
- Course No. 5037: DANCE & MOVEMENT**
Sessions: 10 Tuesday 8.00pm-9.00pm Fee: €70
Introductory course to Dance and Movement by Miranda Linden incorporating all styles, Waltz, Jive, Rumba, Samba, Cha Cha, Salsa, Hip Hop. A fun and fantastic way to get fit.
- Course No. 5008: TAI CHI (INTRODUCTION)**
Sessions: 10 Wednesday 8.00pm-9.30pm Fee: €80
Tai Chi translates as “10,000 things” or “everything in the universe”. Originally derived from Martial Arts, the slow graceful movements in places reflect the natural movements of the animals and birds, as symbols or “pictures”, designed to focus the mind and breathing through a complex series of executions. Although it retains its fighting applications, it is practised for improving one’s health, concentration and mind / body co-ordination. Tai Chi facilitates a wakeful relaxation and shows one how to constantly have a reserve of mind & body energy available.
- Course No. 5009: TAG RUGBY for All**
Sessions: 10 Thursday 8.30pm-9.30pm Fee: €70
Improve your fitness and enjoy rugby indoors at the same time.
- Course No. 5010: CIRCUIT TRAINING 50/50 COMBO**
Sessions: 10 Tuesday 8.30pm -9.30pm Fee: €70
Enjoyable exercise class covering all aspects and suitable for all levels of fitness in men and women. Excellent way to burn off those calories combining toning and cardio.

HEALTH & FITNESS (Continued)

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- Course No. 5099: PSYCHOTHERAPY/ Introduction**
Sessions: 10 Monday 7.30pm-9.30pm Fee: €110
This course will introduce you to the main psychotherapeutic/counselling schools of thought and treatment programmes, Psychoanalysis, Cognitive Behavioural Therapy, Art Therapy, Person-Centred and more. It aims to provide a foundation for educational and career progression options in the therapeutic professions, and is also opened to anyone with an interest in this area.
- Course No. 5011: INTRODUCTION TO NLP**
Sessions: 10 Wednesday 8.00pm-10.00pm Fee: €150
Neuro Linguistic Programming—Make LONG LASTING changes in your life. Learn how to get your mind and body synchronised and working in harmony together. This will enable you to make the changes necessary to take the STRUGGLE out of decision-making. Once and for all, you can learn to end the internal conflict that disables you on a regular basis. Develop skills necessary to build your own mind machine. Change destructive beliefs to doubts and replace them with valuable beliefs. You can dissolve your problems and begin to focus on your future possibilities.
- Course No. 5035: AEROBICS n’ Tone**
Sessions: 10 Monday 8.30pm-9.30pm Fee: €70
Raise the heart-rate, enjoy an aerobic work-out which burn those troublesome calories and helps tone from head to toe. Followed by a variety of body resistance exercises to give the body definition. Incorporates various fitness levels. Cool down as your body’s heart-rate returns to normal. (Qualified Instructor), (Bring mat & bottle of water).
- Course No. 5014: REIKI**
Sessions: 10 Tuesday 8.00pm-10.00pm Fee: €150
Reiki alleviates stress, promotes healing on a physical, mental and emotional level. In this course you will be attuned to the frequency of this energy and your chakras or major energy centres are opened to facilitate the flow and enable you channel this energy into yourself and others.
- Course No. 5015: TAKE CONTROL OF YOUR LIFE**
Beginners - Part 1
Sessions: 10 Monday 8.00pm-10.00pm Fee: €150
On this course you will learn how to master your emotions, pinpoint problems and develop essential skills to lead a more relaxed and fulfilling life - Stress Management; Dealing with Depression; Become more Self Confident; Assertiveness; Time Management; Improving Relationships; Self-Care. Tutor: Cathy Breslin.
- Course No. 5017: INTRODUCTION TO MASSAGE/ REFLEXOLOGY**
Sessions: 10 Wednesday 8.00pm -10.00pm Fee: €110
If you are interested in massage/reflexology, this course will give you an insight into how it can be used in the home and on a professional basis.
- Course No 5023 : PRACTICAL FIRST AID**
Sessions: 4 Thursday 7.00pm -10.00pm Fee: €80
Practical First Aid is a 12 hour course certified by the Red Cross which covers Accident Scene Management, Bleeding, Respiratory Problems, CPR, Unconsciousness, Fractures & soft tissue injuries, Burns & Scalds and Medical Emergencies. The course is very much based on practical work rather than theory and is taught with the use of workbooks which chart the participants skills. (Workbook and Certificate €11 extra)
- Course No 5081 : PRACTICAL FIRST AID**
Sessions: 4 Thursday 7.00pm -10.00pm Fee: €80
Starting November 4th 2010. (Workbook and Certificate €11 extra)

HEALTH & FITNESS (Continued)

You can now enrol on line @ www.clanesm.com or by telephone using Visa, MasterCard or Laser

- Course No. 5020: INTRODUCTION TO NAILS**
 Sessions: 10 Thursday 8.00pm-10.00pm Fee: €110
 Enjoy the art of Nail Technology. This course will demonstrate Manicure, French Polish, Gel Overlays, White Tips, Acrylic Extensions and Nail Art using coloured paints, diamonds and simple designs.
- Course No. 5027: MAKE UP ARTIST—INTRODUCTION**
 Sessions: 10 Monday 8.00pm-10.00pm Fee: €110
 Skin types and conditions, mini facials, patch testing, tinting, choosing correct foundation, colour corrective products, concealing blemishes, contouring / highlighting & shading, blushers and bronzers. Day, evening and special occasion make up, bridal make up, make up for the mature woman. (Cost of materials extra).
- Course No. 5032: BEAUTY THERAPY**
 Sessions: 10 Tuesday 8.00pm-10.00pm Fee: €110
 Cleansing, deep cleansing, facial treatments, make-up applications, fake tan applications, eye brow trim, eye lash tinting, waxing, manicures & pedicures, stress massage.
- Course No. 5033: ANGEL HEALING AND THERAPY**
 Sessions: 8 Wednesday 8.00pm – 10.00pm Fee: €100
 Learn how to invoke, communicate and heal with angels and ark angels.
- Course No. 5038: YOGA Improvers**
 Sessions: 10 Tuesday 8.30pm-10.00pm Fee: €80
 How to combat stress & tension through deep-breathing, exercises, relaxation & meditation. Learn how to align your body mind and spirit to increase your sence of well being and health. Please bring your own mat or rug.
- Course No. 5039: YOGA**
 Sessions: 10 Wednesday 7.00pm-8.30pm Fee: €80
- Course No. 5042: YOGA**
 Sessions: 10 Thursday 8.30pm-10.00pm Fee: €80
- Course No. 5043: CALLANETICS**
 Sessions: 10 Thursday 8.00pm-9.00pm Fee: €70
 Floor exercises, fitness, tummy and thigh routines, resulting in inch loss and body toning.
- Course No. 5044: PILATES**
 Sessions: 10 Thursday 9.00pm-10.00pm Fee: €90
 Invigorates the mind, develops core muscle strength, relieves stress and back pain, improves balance and co-ordination. Will leave you looking toned and revitalised. Beginners: Move on to next level (FOLLOW-ON):.(Limited number in class).
- Course No. 5045: PILATES FOLLOW-ON**
 Sessions: 10 Thursday 7.00pm-8.00pm Fee: €90
 Beginners: Move on to next level (FOLLOW-ON): Then to Improvers.
- Course No. 5046: PILATES**
 Sessions: 10 Thursday 8.00pm-9.00pm Fee: €90
- Course No. 5047: PILATES**
 Sessions: 10 Wednesday 8.00pm-9.00pm Fee: €90
- Course No. 5048: PILATES**
 Sessions: 10 Wednesday 9.00pm-10.00pm Fee: €90
- Course No. 5049: PILATES**
 Sessions: 10 Wednesday 7.00pm-8.00pm Fee: €90

HOBBIES & LEISURE

You can now enrol on line @ www.clanesm.com or by telephone using Visa, MasterCard or Laser

- Course No 6084 DOG GROOMING**
 Sessions: 8 Monday 7.00pm - 9.30pm Fee: €110
 This course is for all whether you own a dog or are considering getting one. Learn how to comb your dog, brush out knotts, bathe, cut nails, check ears ,teeth when to start to groom your puppy, visits to your vet etc. general health issues.
- Course No 6085 TAROT FOR BEGINNERS**
 Sessions: 10 Monday 7.00pm - 9.00pm Fee: €110
 Learn the ancient art of the Tarot, learn how to read and use the Tarot and know what the future holds. Know the secret symbols that have fascinated scholars for centuries.
- Course No 6086 PSYCHIC DEVELOPMENT**
 Sessions: 10 Tuesday 7.00pm - 9.00pm Fee: €110
 Everyone is born with the ability to communicate with spirit guides, not everyone knows the way to unlock this ability and use it. This course will show you how easy it is to communicate with your guide and also, develop and use your own psychic gifts.
- Course No. 6106: ADVANCED PSYCHIC DEVELOPMENT**
 Sessions: 10 Wednesday 8.00pm –10.00pm Fee: €110
 For those who have completed the Psychic Development course, a way to further develop your mediumship and psychic abilities.
- Course No. 6011: MANAGING CHALLENGING BEHAVIOUR**
 Sessions: 10 Thursday 8.00pm – 10.00pm Fee: €110
 Techniques and Strategies for Parents and Carers of Children up to Adolescents. Challenging behaviours are a topic and demanding concern for Parents and Caregivers of Children today. For many reasons inappropriate or challenging behaviours can become a pressing concern for many families, who are unaware of how to really cope and know exactly what interventions or strategies to use in combating these behaviours.
- Course No. 6067: SOUND ENGINEERING & MIXING TECHNIQUES**
 Sessions: 10 Tuesday 8.00pm - 10.00pm Fee: €110
 Learn about live sound and studio production techniques: Live sound setups; Microphone choice and positioning for studio; Microphone positioning for live sound; Tuning PA systems; Professional Studio setup; Basic acoustics and live sound acoustics; Recording and mixing techniques.
- Course No 6093 BOGS AND FENS OF IRELAND**
 Sessions 5 Thursday 7.00pm - 9.00pm Fee €60
 Bogs and fens are wetlands of stunning beauty, startling colours and spectacular wildlife. Explore the flora and fauna, habitats, archaeology and conservation of Ireland's bogs and fens on this special eye-opening course. Learn with experts from the Irish Peatland Conservation Council through an exciting programme of powerpoints, practical workshops and field studies. A daylong field trip will be optional, to three sites in the Irish Midlands to study bog formation from open water, through fen to raised bog.
- Course No 6070 : LIFESKILLS**
 Sessions: 10 Tuesday 8.00pm –10.00pm Fee: €110
 Lifeskills is based on the knowledge that the mind and body are closely intertwined and reflect each other. This course is aimed at showing you gentle methods of relaxation/ meditations, gentle exercises to simple techniques which are manageable in everyone's everyday life, helping you manage your stress, reducing and relieving everyday tension, managing pain, promoting relaxation, good health and well-being.
- Course No. 6065: CAR MAINTENANCE**
 Sessions: 10 Tuesday 7.30pm-9.30pm Fee: €110
 An introductory course to Car Maintenance encompassing the basic day to day care of your car, preparing for the NCT and dealing with common minor breakdowns. The Result? A car maintained in peak condition, giving you peace of mind.

HOBBIES & LEISURE (Continued)

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Course No. 6001: MEDITATION / PERSONAL DEVELOPMENT

Sessions: 10 Tuesday 8.00pm -10.00pm Fee: €110

Break free from negative thoughts. Learn to relax and enjoy life. Realise your full potential.

Course No. 6002: INDIAN HEAD MASSAGE

Sessions: 10 Monday 8.00pm -10.00pm Fee: €110

Introduction to Indian Head Massage.

Course No. 6005: THE KITCHEN GARDEN

Sessions: 10 Wednesday 8.00pm -10.00pm Fee: €110

From a windowsill to an acre plot, enjoy fruit and vegetables fresh and full of flavour from your own garden. This course will show you how to produce your own food whether you have a large or a small space.

Course No. 6062: WINE TASTING & APPRECIATION

Sessions: 6 Thursday 8.00pm-10.00pm Fee: € 90

This course will cover most of the major wine producing areas of the world.

Course No. 6063: CREATIVE WRITING

Sessions: 10 Thursday 8.00pm-10.00pm Fee: €110

Release your inner creative talent. We will look at various forms of writing including articles, essays, stories, etc and will cover topics such as dialogue, narrative, character development, research, etc. The techniques under discussion will be practised and writers will receive constructive comments from the class.

Course No. 6064: FREELANCE WRITING

Sessions: 10 Monday 8.00pm-10.00pm Fee: €110

Writing non-fiction for potential publication in a relaxed and fun atmosphere. Non-fiction includes local news stories, feature articles, local history, memoir, freelance journalism and more.

Course No 6090 SPEAKING WITH CONFIDENCE

Sessions: 10 Tuesday 8.00pm - 10.00pm Fee: €110

Using drama techniques, enjoy improving, communication skills for interviews or speech making. Course includes Relaxation, Body Language, Vocal Techniques, Preparation for an Interview or Presentation.

Course No. 6129: LITERATURE APPRECIATION

Sessions: 10 Wednesday 8.00pm -10.00pm Fee: €110

We will discuss some famous writers from the past to the present. Will cover poetry, drama and the novel. Will look at character, plot, imagery, dialogue, themes, etc. There will be plenty of opportunity for class discussion. Readings from the texts of various authors will be given and discussed and handouts provided.

Course No. 6131: PUBLIC SPEAKING

Sessions: 10 Wednesday 7.30pm -9.30pm Fee: €110

A highly interactive course conducted in a friendly atmosphere will help participants to banish fear of Public Speaking and provide skills whereby individuals can express their views and communicate with confidence and conviction. The course will develop and strengthen one's ability to embrace the opportunity to impress with an effective presentation/speech, formal/informal to large and small groups.

HOBBIES & LEISURE (Continued)

You can now enrol on line @ www.clanesm.com or by telephone using Visa, MasterCard or Laser

Course No. 6132: SPEECH & DRAMA FOR OVER 55'S

Sessions: 10 Wednesday 4.15pm -5.45pm Fee: €90

Suitable for beginners. Will cover Acting Techniques, Improvisation, Relaxation, Mime, Poetry and The Voice. Let your imagination flow in a relaxed, fun environment.

Course No 6098: JEWELLERY MAKING

Sessions: 10 Tuesday 8.00pm - 10.00pm Fee: €190

Learn all the basics to make your own jewellery at home! This course is project based and will cover the fundamentals of Jewellery Making. The course will cover the proper and safe use of jewellery making tools.

Cost of tools included in fee. Suitable for complete beginners.

Course No 6121: JEWELLERY MAKING INTERMEDIATE

Sessions: 10 Thursday 8.00pm - 10.00pm Fee: €130

Build on your existing Jewellery making skills. This course is project based and will cover new techniques such as Wirework, Chainmaille and Bead Weaving. A basic knowledge of jewellery making and one's own tools are essential. Materials will cost extra, where a course materials list will be provided.

Course No 6091: BRIDGE

Sessions: 10 Wednesday 7.30pm - 9.30pm Fee: €110

Learn a new hobby and have a good night out.

Course No. 6123: AMATEUR RADIO

Sessions: 10 Monday 8.00pm -10.00pm Fee: €110

An introduction to radio communication and electronics. Become an Amateur Radio Experimenter.

Course No. 6122: HEALING OURSELVES

Sessions: 10 Tuesday 8.00pm -10.00pm Fee: €110

Learn simple ancient practices of healing, team building and self development that help restore balance in the energy system, to overcome stress and trauma.

Course No. 6099: BRICK AND COBBLE LAYING

Sessions: 10 Thursday 8.00pm -10.00pm Fee: €240

Learn the technique of bricklaying the easy way. Learn to build decorative piers and garden walls. This course will also cover step by step cobbling and crazy paving for the beginner and the enthusiast. All work is indoor. (Limited numbers, some tools needed).

Course No. 6101: MUSIC TECHNOLOGY

Sessions: 10 Tuesday 8.00pm-10.00pm Fee: €110

Learn about digital production techniques for the electronic composer. Synthesis, sampling, mixing and sequencing. Learn about midi and digital audio interfaces. Basic experience / knowledge of digital / sequencing / D Jing required.

Course No. 6115: SELF-PUBLISH YOUR OWN BOOK

Sessions: 10 Wednesday 8.00pm -10.00pm Fee: €110

Tired of having your manuscript rejected by publishers? Why not publish it yourself? This course will take you through the process of self publishing, including what type of publishing would be suitable for your book, Pre-publication tasks (Registering a publishing company, acquiring an ISBN, etc), layout, design and pricing, where to get the best printing deals, book marketing and sales and distribution. By the end of this course you will be ready to turn your manuscript into a published book.

HOBBIES & LEISURE

You can now enrol on line @ www.clanesm.com or by telephone using Visa, MasterCard or Laser

Course No. 6012: ASTRONOMY

Sessions: 10 **Wednesday** 8.00pm-10.00pm **Fee: €110**

This introductory course is aimed at the casual stargazer and the enthusiastic beginner, designed to build the first steps from a passive interest to active participation in the fascinating study of the night sky.

Course No. 6014: FLOWER ARRANGING

Sessions: 10 **Wednesday** 7.30pm-9.30pm **Fee: €110**

Learn the skills of flower arranging in a relaxing and therapeutic atmosphere. Create your own arrangement of fresh flowers.

Course No. 6075: WEDDING FLOWERS

Sessions: 10 **Thursday** 7.30pm-9.30pm **Fee: €190**

Intensive Course covering aspects of Bouquet Design and Method, Floral Accessories, ie. Buttonholes, Corsage, Cake Top, Head-Dress etc. (Limited places available.)

Course No. 6016: CURTAIN MAKING

Sessions: 10 **Tuesday** 7.30pm-9.30pm **Fee: €110**

An introduction to curtain making, with a difference, simple sew solutions and no sew solutions to the problem of covering your windows - curtains, pelmets, tie-backs, cushions. If you can hold a sewing needle you will succeed with this course.

Course No. 6019: CROCHET to DESIGNER WEAR

Sessions: 10 **Monday** 7.30pm-9.30pm **Fee: €110**

Why not try your hand at crochet, or improve your crochet skills. Crochet is so trendy right now. Learn to make your own summer tops, ponchos or baby wear. You will get hooked once you start!

CLASS REQUIREMENTS: 1 crochet hook size 4mm and 1 ball of yarn, double knitting.

Course No. 6130: CREATIVE FELTMAKING

Sessions: 10 **Thursday** 7.30pm -9.30pm **Fee: €130**

"Feltmaking is an ancient skill using wool, moisture, heat and friction to create a textile" This creative course will teach wet felting techniques using a variety of wools, fibres and fabrics. Each week a new technique is introduced from basic skills to advanced 3D felting. This will encourage you to develop your own style and ability. Therefore allowing participants to design and create a variety of felted objects and felt wearables, such as felted bags, flowers, scarves etc. Materials will be provided at additional cost of €25. Bring a towel and plastic bag (to bring wet felt home).

Course No. 6021: PRATICAL INTERIOR DESIGN

Sessions: 10 **Wednesday** 8.00pm-10.00pm **Fee: €110**

Realistic interior design course. By the end of the course everyone should have redesigned one room in their home and covered enough information to work alone on the other rooms.

**Course No. 6071: COLOUR ME BEAUTIFUL
COLOUR & STYLE**

Sessions: 5 **Thursday** 8.00pm -10.00pm **Fee: €90**

Discover your colours to help you look younger, healthier & brighter and the secret of how to wear them. Your key styles of clothes to suit your body shape and guarantee a perfect fit and a slimmer silhouette every time. Find which make-up shades suit you naturally. (Limited numbers)

Course is relaxed, fun and informative. Ideal for women to socialise in the community.

Course No. 6024: GOLF FOR BEGINNERS / IMPROVERS

Sessions: 8 **Thursday** 7.30pm-9.30pm **Fee: €100**

Suitable for beginners and refreshers. Some classes will be held in Kerdiffstown Driving Range, Sallins.

HOBBIES & LEISURE (Continued)

Course No. 6072: DRESSMAKING (BEGINNERS)

Sessions: 10 **Wednesday** 7.30pm -9.30pm **Fee: €150**

You will be taught how to make a garment that you can wear yourself. You will be guided in every aspect of dressmaking, starting from buying your own pattern and learning how to cut it to your size, how to read and follow pattern instructions. Choose the fabric and cut and match it. Step by step you will be shown how to assemble your garment. Also you will be shown how to set-up and work a domestic sewing machine.

Course No. 6073: DRESSMAKING (IMPROVERS)

Sessions: 10 **Monday** 7.30pm -9.30pm **Fee: €150**

This course can be taken by anyone who is already familiar with assembling garments from patterns. It will encourage you to be creative, using more complicated designs from patterns of your choice, e.g. a dress, top and skirt, or trousers, using more sophisticated fabrics. You will be introduced to a 'Domestic Over Locker', which is a sewing machine used to make garments look more professionally 'finished off'. This will enable you to practise and become a more confident and competent dressmaker.

Course No. 6027: INTRODUCTION TO PSYCHOLOGY

Sessions: 10 **Tuesday** 7.30pm-9.30 pm **Fee: €110**

A ten week course introducing you to the area of Psychology. Course includes subjects such as Personality, Emotion, Abnormal behaviour, Cognition, Perception and Social Psychology.

Course No. 6028: INTRODUCTION TO COUNSELLING

Sessions: 10 **Monday** 8.00pm-10.00pm **Fee: €110**

This course offers an introduction to basic counselling skills & practice. The focus will be on experiential learning through group interaction and participation. It aims to provide a foundation for those interested in pursuing further studies in the field and is also suitable for Parents, Teachers and Care Workers. Course given by Qualified Counsellor.

Course No. 6128: PHILOSOPHY- INTRODUCTION

Sessions: 10 **Thursday** 8.00pm -10.00pm **Fee: €110**

Philosophy aspires to answer the fundamental questions in life and get to the very root of human existence. Topics covered in this fascinating subject are God, right and wrong, justice, freedom, human rights, and other issues. Will look at some of the Philosophers of the past, Plato, Aristotle, Kant, Sartre and others and this course will also explore the relevance of philosophy to our lives.

Course No. 6030: CREATIVE PHOTOGRAPHY & TECHNIQUES

Sessions: 10 **Tuesday** 8.00pm-10.00pm **Fee: €110**

Start taking great pictures! Master the workings of your digital camera Understand composition and exposure and improve your portraits, landscapes, still-life and much more. For beginners and improvers.

Course No. 1016: DIGITAL PHOTOGRAPHY PART 1

Sessions: 10 **Thursday** 8.30pm-10.00pm **Fee: €120**

For beginners using any digital camera. Learn to use the functions on your camera, how to download your photos to your computer. Learn how to produce better photographs.

Course No. 1017: DIGITAL PHOTOGRAPHY PART 2

Sessions: 10 **Thursday** 7.00pm-8.30pm **Fee: €120**

Get your images onto the computer and learn how to enhance them using basic Photoshop techniques. Produce top quality prints. Prepare your images for quality printing at home or in a Photo lab.

Course No. 6031: STAINED GLASS WINDOW PANELS

Sessions: 10 **Monday** 8.00pm-10.00pm **Fee: €110**

Learn the age-old technique of Stained Glass to create your own leaded panel for a window, kitchen unit, cabinet etc. Course will include glass-cutting, leading & basic design. Suitable for total beginners and those with some knowledge of course content.

HOBBIES & LEISURE (Continued)

You can now enrol on line @ www.clanesm.com or by telephone using Visa, MasterCard or Laser

- Course No. 6032: BASIC WOODWORKING**
Sessions: 10 Thursday 8.00pm-10.00pm Fee: €110
Learn the techniques and make a project.
- Course No. 6033: D. I. Y.**
Sessions: 10 Monday 8.00pm-10.00pm Fee: €110
Learn all the simple steps of laying wooden floors and how to make and fit cabinets. Also basic plumbing/tiling and electrical will be explained with simple solutions to making a home a safer place to live.
- Course No. 6034: HOUSE BUILDING EXPLAINED**
Sessions: 10 Tuesday 8.00pm-10.00pm Fee: €110
Building a new house, an extension, renovating or simply interested in house construction details, then this is the course for you.
- Course No. 6035: WOODCARVING**
Sessions: 10 Thursday 8.00pm-10.00pm Fee: €130
Learn the ancient art of woodcarving. This course is project based and will cover the fundamentals of woodcarving. Participants will be tutored in the skills of both relief carving and carving in the round. The course will also cover the proper and safe use of woodcarving tools, holding work, sharpening of tools and finishing. Tools will be provided. There will be a small additional charge of €15 for project material.
- Course No. 6036: FURNITURE RESTORATION**
Sessions: 10 Wednesday 8.00pm-10.00pm Fee: €110
Restore all types of furniture, re-assemble, remove old polish, re-french polish, stain and finish.
- Course No. 6037: TRADITIONAL UPHOLSTERY**
Sessions: 10 Thursday 8.00pm-10.00pm Fee: €110
Deep buttoning, hand stitching. Restore that old moth eaten, dirty eyesore. Learn from basics to professional standards.
- Course No. 6038: LEARNING THE BODHRÁN**
Sessions: 10 Monday 8.00pm – 10.00pm Fee: €110
Suitable for beginners and improvers. This course will cover the basic rhythms and techniques of playing the bodhrán with Traditional Music and as a Solo Instrument.
- Course No. 6039: LEARNING THE BODHRÁN Improvers**
Sessions: 10 Thursday 8.00pm – 10.00pm Fee: €110
Suitable for those who have completed the beginners course.
- Course No. 6040: LEARNING THE GUITAR**
Sessions: 10 Monday 7.30pm – 9.30pm Fee: €110
Suitable for a beginner or for a person with some experience. Tuning, strumming, finger styles etc.
- Course No. 6041: LEARNING THE GUITAR**
Sessions: 10 Wednesday 7.00pm – 9.00pm Fee: €110
- Course No. 6042: GUITAR IMPROVERS**
Sessions: 10 Tuesday 8.00pm – 10.00pm Fee: €110
This course is suitable for those with a basic knowledge of playing the Guitar aimed at improving Strumming Patterns, learning more advanced Chords and Finger style playing.
- Course No. 6043: LEARNING THE TIN WHISTLE**
Sessions: 10 Tuesday 8.00pm – 10.00pm Fee: €110
Suitable for beginners or for those with some experience.
- Course No. 6044: LEARNING THE FIDDLE**
Sessions: 10 Wednesday 8.00pm – 10.00pm Fee: €110
Beginners: learn the basics, session tunes, polkas, slides, jigs & reels. Intermediate/Advanced: develop individual style & increase your repertoire of tunes, development of ornamentation.

HOBBIES & LEISURE (Continued)

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- Course No. 6045: TENOR BANJO / MANDOLIN**
Sessions: 10 Thursday 7.30pm-9.30pm Fee: €110
Become the next Gerry O'Connor! Learn how to play traditional Irish tunes (jigs and reels) on Tenor Banjo or Mandolin. Suit beginners, novices or floundering fiddlers!
- Course No. 6046: KEYBOARD - PIANO**
Sessions: 10 Tuesday 7.00pm – 8.00pm Fee: €90
An introduction to Keyboard—Piano Skills. Learn to play your favourite tunes. This course is suitable for beginners and experienced.
- Course No. 6047: SINGING**
Sessions: 10 Tuesday 7.30pm—9.30pm Fee: €110
People interested in singing as a hobby or professionally and interested in music. At the end of the course the learner will have covered the basics in vocal techniques, breathing, projection and support. Learn songs applying some performance techniques to control nerves.
- Course No. 6134: READING MUSIC**
Sessions: 10 Thursday 7.30pm—9.30pm Fee: €110
Learn the basics of reading music.
- Course No. 6049: CAKE DECORATING**
Sessions: 10 Tuesday 8.00pm – 10.00pm Fee: €120
Learn how to get the professional finish in Cake Decorating. Using Sugar Paste many different techniques taught e.g. frills, ribbon insertion and flower craft etc. Also piping work in royal icing. All levels catered for. The aim of the course is to finish with new skills and confidence in Cake Decorating. (Cost of materials extra.)
- Course No. 6051: JOYS OF COOKING**
Sessions: 10 Wednesday 7.30pm-9.30pm Fee: €120
A practical class to learn to cook with confidence. Entertain with ease from pasta dishes, stir fries, Sunday lunch, desserts etc.. (Cost of materials extra.)
- Course No. 6052: JOYS OF COOKING**
Sessions: 10 Thursday 7.30pm-9.30pm Fee: €120
(Cost of materials extra.)
- Course No. 6053: HEALTHY COOKING FOR A HEALTHY LIFE**
Sessions: 10 Thursday 7.30pm-9.30pm Fee: €110
Cook healthy alternatives for yourself and your family, using organic and locally produced ingredients. Recipes include super soups, spectacular sauces, beautiful beef dishes and mouth watering vegetarian dishes.. (Cost of materials extra.)
- Course No. 6054: TASTES FROM AROUND THE WORLD**
Sessions: 10 Wednesday 7.30pm-9.30pm Fee: €120
Introductory course showcasing authentic dishes from around the world. Ingredients used are easily sourced and the recipes are simple to follow. Includes tastes from China, Italy, Switzerland, India and Spain. . (Cost of materials extra.)
- Course No. 6055: CAKE ICING AND DECORATING**
Sessions: 10 Wednesday 7.30pm-9.30pm Fee: €120
Learn how to almond ice and decorate your Cake.Using sugarpaste and piping with Royal Icing, to write on , Runouts, Frilling, Moulded Roses for your Wedding Cake or that special occasion cake. (Cost of materials extra.)
- Course No. 6050: SUGARCRAFT CAKE DECORATING**
Sessions: 10 Monday 7.30pm - 9.30pm Fee: €120
Learn how to make those sugarcraft flowers, leaves and sprays for wedding, anniversary or special occasion cakes. (Cost of materials extra.)

HOBBIES & LEISURE (Continued)

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Course No. 6116: INDIAN COOKING

Sessions: 10 Monday 8.00pm -10.00pm Fee: €120

Have you tried Chicken Tikka Masala . Are you fascinated by Indian Food ? Well, here is a course for you which is Simple, Versatile and yet Scrumptious! Cooking made easy, just for you! (Cost of materials extra.)

Course No. 6100 BAKING & DESSERTS

Sessions: 10 Monday 7.30pm -9.30pm Fee: €120

Learn how to bake the classics plus new modern desserts. Great tips throughout, from mousses to fresh fruit tarts. (Cost of materials extra.)

Course No. 6102: FASHION & STYLE

Sessions: 10 Thursday 7.30pm -9.30pm Fee: €110

An exciting introductory course in Fashion and Style, excellent for participants to analyse their facial and body shapes, build an efficient capsule wardrobe and understand current trends. The learner may also cover the following: The elements of Fashion and Style; Individual and Facial analysis; Working with Colour; Wardrobe Weeding, Clothing and Accessories; Hair and Makeup.

Course No. 6103: FASHION MAKE-UP

Sessions: 10 Tuesday 7.30pm -9.30pm Fee: €110

This course is designed for anyone who has completed the Introduction to Make-Up Artistry course or equivalent.

Topics Include: Current Trends, Smokey Eyes, Perfect Eyeliner, Sculpting the face with bronzer, Classic Contoured Eyes, Male Make-Up & Grooming, Body Make-Up, Using Glitters & Shimmers, Using False eyelashes to create dramatic and natural looks. (Cost of materials extra).

Course No. 6107: HAIRSTYLING

Sessions: 10 Tuesday 7.30pm -9.30pm Fee: €110

For the absolute beginner or those who may already have some experience and wish to refresh their skill base. Please note this course does not involve cutting or colouring hair.

Topics Include: Tools, equipment & product knowledge, Sectioning hair, Pony tails. Using heated appliances (hairdryers, heated rollers, tongs, straightening irons), straight blow dries, Techniques (backcombing, smoothing, creating different types of curls, Velcro rollers and roller placement/ sets). Working with different hair types (fine, thick, curly, dry, damaged, greasy, treated & extensions). Short hair styling. Bridal hair styles (classic, modern and contemporary). Plaits & pleats (French, modern, classic & herringbone) Quiffs and Mowhawks, Using hair pads and hair pieces. (Cost of kit extra).

Course No. 6127: HAIR EXTENSIONS

Sessions: 10 Thursday 7.30pm - 9.30pm Fee: €300

Trainees learn how to apply and style 100% human hair extensions. This involves a strand by strand method, the latest and most popular trend. Trainees will work on mannequin heads as well as live models. This course covers the latest bonding technique, colour matching, Client consultation, Aftercare Maintenance and Health and Safety. Suitable for all applicants beginning their career or hairdressing professionals. Course also covers styling clip-in extensions and hair pieces. Human Hair extensions last between 3-6 months.

Exam by Tutor at the end of course is optional. (Purchase of equipment is optional. Each learner will need a model. Cost of hair extensions is extra.)

Course No. 6124: CLASSICAL ANIMATION

Sessions: 10 Wednesday 7.30pm - 9.30pm Fee: €110

Ever wondered how animation works! This course will teach you how to create your own character and learn how to animate it.

HOBBIES & LEISURE (Continued)

Course No. 6112: ADULT DRAMA FOR FUN

Sessions: 10 Wednesday 7.30pm - 9.30pm Fee: €110

Adult Drama for FUN! provides a safe space for some creative play-time! The course is an entertaining, low pressure and engaging exploration of the basics of acting techniques. Whether you have little or no drama experience, Adult drama for FUN! offers a wonderful opportunity to meet new people, experience something different and boost your confidence through theatre games, improvisation, voice and body work.

Course No. 6113: PICTURE FRAMING

Sessions: 10 Tuesday 7.30pm - 9.30pm Fee: €110

(Cost of materials extra.)

Course No. 6125: SWORDS & SANDLES

Sessions: 10 Monday 7.30pm - 9.30pm Fee: €110

How the Ancient World Shapes Our Lives. Did you know that vending machines came from the Greeks and concrete from Rome? Discover how the Greeks and Romans have influenced our modern world in so many ways, from democracy to architecture, from medicine to our use of coins.

Learn about how the classical world's teachings and attitudes affect us as a society today. Topics covered include: entertainment and its role in our culture, sexuality and gender, technology and inventions, love, war and religion.

Course No. 6126: HOW WE SHOT THE TIGER

Sessions: 10 Tuesday 7.30pm - 9.30pm Fee: €110

Would you like to learn more about how economics affects our daily lives? This course will help you to understand how economic theory is leading to government policy decisions that are directly impacting on all of our lives. Topics covered include: How we shot the Tiger, The banking crisis explained, The government's role investigated, The failing housing market. What can we do?

Course No. 8006: EQUINE STABLE & YARD ROUTINE

Sessions: 10 Thursday 7.00pm -9.00pm Fee: €190

Module Code C20111

FETAC Level 5

This course is designed to introduce the learner to the principles of working with horses. It will encourage you towards acquiring the basic knowledge and developing the basic skills associated with the care and maintenance of horses. Modules include safety and health, handling, bedding, watering and feeding, grooming, rugging, saddlery, horse health, shoeing and care of the grass kept horse. First class at Scoil Mhuire Clane, all other classes at Stables, Little Oak Equestrian Centre, Prosperous.

Course No 6097 INTRODUCTION TO CRIMINOLOGY

Sessions: 10 Tuesday 8.00pm - 10.00pm Fee: €110

This course provides a basic introduction to understanding of crime and deviance. It will introduce the history of crime, provide an overview of a selection of criminological theories, offer an insight into youth offending and provide a forum for discussion on various criminal justice perspectives. This course will not only appeal to the person considering an undergraduate degree in Criminology or Sociology but also to anyone who is interested in discussing how the criminal justice system works and why certain approaches are used in punishing and rehabilitating offenders in Ireland today.

Course No. 6076: DRAWING THE PORTRAIT

Sessions: 10 Monday 8.00pm -10.00pm Fee: €110

This course is designed for learners who have an interest in sketching portraits that achieve a good likeness. Suitable for absolute beginners and those who have some knowledge in drawing technique. You will need to purchase your own drawing supplies (Cost €20 approx).

HOBBIES & LEISURE (Continued)

You can now enrol on line @ www.clanesm.com or by telephone using Visa, MasterCard or Laser

Course No. 6057: HAND BUILT POTTERY & MODELLING

Sessions: 10 Monday 7.00pm – 9.00pm Fee: €110

A course for beginners and experienced in the techniques of hand built pottery and modelling. All items made during the course are kiln-fired and glazed.

Course No. 6058: OIL PAINTING

Sessions: 10 Tuesday 7.00pm – 9.00pm Fee: €110

A course for beginners and experienced in the techniques of oil painting. (Materials list available from office). (Cost of materials extra.)

Course No. 6059: PAINTING WITH ACRYLICS

Sessions: 10 Thursday 7.30pm – 9.30pm Fee: €110

A course for beginners in the technique of painting with this versatile, fast drying medium. Also included will be the theory of colour and colour mixing, collage and still life painting. (Materials list available from office). (Cost of materials extra.)

Course No. 6060: WATERCOLOUR PAINTING

Sessions: 10 Wednesday 7.00pm – 9.00pm Fee: €110

A course for beginners and experienced in the techniques of painting with watercolours. (Cost of materials extra.)

Course No. 6061: DRAWING TECHNIQUES

Sessions: 10 Thursday 7.00pm – 9.00pm Fee: €110

Learn to draw a variety of subjects using pencil, charcoal and chalk pastels. (Cost of materials extra.)

Course No 6069: BATIK

Sessions: 10 Wednesday 7.30pm - 9.30pm Fee: €110

The purpose of the classes is to interpret the visible world through the use of batik. The course will cover various techniques of silk painting. Learners can make their own pictures or use painted silk in interior decor using their own imagination. You will be taught how to work with fabrics, mix the colours and use the tools and facilitate self expression through the world famous craft of Batik. (Cost of materials extra.)

Course No. 6135: BOWLS

Sessions: 10 Thursday 4.30pm – 6.30pm Fee: €110

Try your hand at this skillful game!

PROFESSIONAL BODIES

Course No. 7005: FÁS SAFE PASS PROGRAMME

Sessions: 1 DAY Tuesday 28th October 2010

Duration: 8.00am - 5.00pm Fee: €100.00

The FÁS Safe Pass Programme will extend to all Construction and Local Authority workers. All new entrants including construction apprentices registered under the standards based apprenticeship scheme, and trainees undergoing traineeships in the Construction Industry will be scheduled for safety Awareness Training and Registration under the Safe Pass Scheme. Upon successful completion of the Safety Awareness Training Programme participants will be registered in the FÁS Safe Pass Programme and issued with a Registration Card. It is a condition of renewal of the registration card that participants must update their safety awareness training every four years.

Note: Participants must be over 16 years of age and have a good command of the English language.

Participants arriving after the course commences will not be permitted entry.

PROFESSIONAL BODIES (Continued)

You can now enrol on line @ www.clanesm.com or by telephone using Visa, MasterCard or Laser

Course No 7032 TEASTAS EORPACH GAELGE

Sessions: 25 Monday 8.00pm - 10.00pm

Fee: €500 (€250 per term)

TEG: Teastas Eorpach Gaeilge, Bonnléibhéal (A1). Get European recognition for your ability in Irish, now that Irish is an official language of the EU. Reading, writing, aural and most importantly oral components to the exam held in May 2011. Suitable for beginners or those with basic Irish. (Exam fee extra.) www.teg.ie

Course will run over the Academic Year 2010/2011

**Course No. 7002: NUI MAYNOOTH
CERTIFICATE IN COUNSELLING SKILLS**

Course Duration: 100 Hours Part-time over One Year

Thursday 7.00pm - 10.00pm & some Saturday mornings

Fee: €1,290 (€645 per term)

The NUI Certificate in Counselling Skills seeks to meet the growing need that people are experiencing in their personal and professional lives for a course concerned with introducing them to the communication skills central to human relationships. Suitable for Teachers, Year-Heads, Home-School Liaison Officers and other Professionals.

Course Content: Skills and Modules of Counselling
A framework for Counselling
Special issues.
Personal Development
Group work

Admission Requirements:

Participants must be 23 years or over.

Have adequate skills to participate fully in an NUI Certificate level course.

Be willing to engage with group activities and group learning.

Further Information: From the School 045-868255 or NUI Maynooth 01-7083784

Library in NUI Maynooth is available to students on Saturdays.

For Conditions: Consult NUI Maynooth Continuing Education 2010/2011 Brochure.

PROFESSIONAL BODIES (Continued)

You can now enrol on line @ www.clanesm.com or by telephone using Visa, MasterCard or Laser

Course No. 7006: **COMPONENT CERTIFICATE LEVEL 6 FETAC in SPECIAL NEEDS ASSISTANT**

Tuesday 7.00pm –9.30pm

Duration: Total 30 Hours
Autumn Term 2009, Spring Term 2010

Fee: €700

This course is aimed at people who have completed the Component Certificate Course in Special Needs Assisting, but there is no special entry requirement. The Froebel Diploma in Special Needs Assistant will only be awarded to those who have also completed the Froebel Component Certificate course with the College of Progressive Education. 50 hours work experience necessary.

Further Information:

The College of Progressive Education /Froebel College of Education
01-4884300.

Course No. 7007: **CERTIFIED ACCOUNTING TECHNICIAN (C A T)**

ACCA - (ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS)

YEAR 1 - Introductory and Intermediate

Sessions: 25 **Mon & Wed** 7.30pm-10.00pm

Text books provided

Fee: €1,300 (€650 per term)
(Registration & Exam Fee extra).

EXAM: June 2011

Introductory: (i) Recording financial transactions.
(ii) Information for management control.

Intermediate: (i) Maintaining financial records.
(ii) Accounting for costs.

Course No. 7008: **CERTIFIED ACCOUNTING TECHNICIAN (C A T)**

ACCA - (ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS)

YEAR 2 - Advanced

Sessions: 20 **Tues & Thurs** Autumn & Spring Term 7.30pm-10.00pm

Sessions: 5 **Mon & Wed** Summer Term 7.30pm-10.00pm

Text books provided

Fee: €1,300 (€650 per term)
(Registration & Exam Fee extra.)

EXAM: June 2011

1. Managing people and systems.
2. Drafting Financial Statements
3. Planning, Control and Performance Management
4. Preparing Taxation Computations
5. Managing Finances

Completion of the Accounting Technician Examinations can offer automatic transfer to the ACCA Professional Examinations and may allow an exemption from the Foundation Stage of ACCA.

Further Information: ACCA, 01 - 4988900 or 01 - 4365959

PROFESSIONAL BODIES (Continued)

You can now enrol on line @ www.clanesm.com or by telephone using Visa, MasterCard or Laser

Course No. 7010: **PRIMARY FOOD HYGIENE**

Sessions: 4 **Wednesday** 7.30pm-10.00pm **Fee:** €140

Food hygiene—why bother? Food contamination, Food delivery and storage, Food preparation, cooking and service. Personal hygiene. Design and layout of food premises and pest control. Cleaning. An introduction to hazard analysis critical control point systems.

Each student will receive a course information pack at the opening session. Students will sit a multiple choice paper at the end of each topic and a final written paper at the end of the course. Students will be registered with the EHOA in order to sit the exam at the end of the course. Maximum of 15 per group. (4 weeks)

Course No. 7025: **MANUAL HANDLING**

Sessions: 1 **Monday** 6.00pm-10.00pm **Fee:** €80

Four hour Course with Practical and Written Test. Legislation, anatomy of skeleton and spine, causes of injury, ergonomics, fitness and flexibility, principles of safe moving and handling inanimate loads.

Students will receive a Certificate on completion of course. Qualified Instructor with IBEC. Maximum of 15 per group. (One Evening)

Course No. 7003: **NUI MAYNOOTH**

CERTIFICATE IN PSYCHOLOGY

Course Duration: 100 Hours Part-time over One Year

Tuesday 7.00pm - 10.00pm & some Saturday mornings

Fee: €950 (€475 per term)

This course is designed to provide participants with the opportunity to develop an understanding of psychology and to explore its relevance to the individual, family, community and society.

Course Content: Introduction to Psychology and Study Skills
The Biological Basis of Behaviour
Learning and Feeling, Personality
The Development of the Individual
Introduction to Social Psychology
Introduction to Abnormal Psychology
Introduction to Social Research Methodology

Admission Requirements:

Participants must be 23 years or over.
Have adequate skills to participate fully in an NUI Certificate level course.

Further Information: From the School 045-868255 or
NUI Maynooth 01-7084500

Library in NUI Maynooth is available to students on Saturdays.

PROFESSIONAL BODIES (Continued)

You can now enrol on line @ www.clanesm.com or by telephone using Visa, MasterCard or Laser

**Course No. 8018: COMPONENT CERTIFICATE IN
SPECIAL NEEDS ASSISTING FETAC Level 5
Module Code D20186**

Duration: Autumn term 2010, Spring term 2011
Sessions: 20 Wednesday 7.30—10.00 pm
Fee: €450

For people who wish to pursue a career in working with children with special needs as an assistant within an educational setting.

The Special Needs Assisting Course aims to:

- ◆ Ensure adequate training of the Special Needs Assistant.
- ◆ Promote understanding of role of Special Needs Assistant in the classroom situation.
- ◆ Equip the Special Needs Assistant with the necessary skills and knowledge for a rewarding career.

Work Experience: Candidates will have to complete at least 30 hours working with the individuals with Special Needs under the age of 18 in an educational setting, or similar during the course. This work experience may be of a paid or voluntary nature.

Entry Requirements: Candidates who do not currently work in this area must be prepared to undertake the work experience outlined above. Junior Certificate level is usually required including English, Irish and Maths. All learners must be fluent English speakers.

PROFESSIONAL - ITEC COURSES

www.itecworld.co.uk

**Course No. 7012: ANATOMY & PHYSIOLOGY
Sept 2010 - June 2011
Thursday 7.30pm - 10.00pm (over three terms)**

Fee: €600 or (€300 per term)

It is an in-depth study of the workings of the body. On completion you will sit ITEC Practical and Theory Examinations. **Exam Fee & Materials extra.** www.itecworld.co.uk

**Course No. 7013: REFLEXOLOGY
Sept 2010 - June 2011**

Monday & Some Thurs 7.00pm - 10.00pm (over three terms)

Fee: €980 or (€490 per term)

On this course you will learn foot reflexology with reference to hand and ear reflexology. You will be taught traditional Reflexology and includes practical and theory work. On completion you will sit ITEC Practical & Theory Examinations. **Exam Fee & Materials extra.**

You must have a recognised (or be taking) qualification in Anatomy & Physiology before commencing this course. www.itecworld.co.uk

PROFESSIONAL - ITEC COURSES

You can now enrol on line @ www.clanesm.com or by telephone using Visa, MasterCard or Laser

**Course No. 7014: HOLISTIC MASSAGE
Sept 2010 - June 2011
Thursday**

7.00pm-10.00pm (over three terms)

Fee: €980 or (€490 per term)

This course will teach you the basics of Holistic Massage including practical and theory work. On completion you will sit ITEC Practical & Theory Examinations. **Exam Fee & Materials extra.**

You must have a recognised (or be taking) qualification in Anatomy & Physiology before commencing this course. www.itecworld.co.uk

**Course No. 7015: INDIAN HEAD MASSAGE
Sept 2010 - June 2011**

Wednesday 7.00pm - 10.00pm (over three terms)

Fee: €980 or (€490 per term)

This course will enable you to give an Indian Head Massage as a professional treatment. Indian head Massage is one of the oldest forms of Holistic Therapy and originated in India, where it is still practised today. Course involves practical and theory lectures. On completion you will sit ITEC Practical & Theory Examinations. **Exam Fee & Materials extra.**

You must have a recognised (or be taking) qualification in Anatomy & Physiology before commencing this course. www.itecworld.co.uk

Course No. 7016: MAKE-UP (ITEC CERTIFIED)

Sessions 25 Sept 2010 - June 2011

Wednesday 7.30pm-9.30pm (over three terms)

Fee: €600 or (€300 per term)

This course is both practical and theory based.

On completion you will sit ITEC Practical & Theory Examinations.

www.itecworld.co.uk

Exam Fee and Materials extra.

Course No. 7017:

BEAUTY SPECIALIST—ITEC CERTIFIED

BEAUTY SPECIALISTS

QUALIFIED BEAUTICIAN IN JUST ONE YEAR

Sept 2010 - June 2011

Mon, Tues & Thurs

7.00pm-10.00pm (over three terms)

Fee: €1,900 or (€950 per term)

Subjects taught Skin Care and Eye Treatments, Make Up, Manicure and Pedicure, Waxing, Professional Conduct and Business Awareness. On completion you will sit ITEC Practical & Theory Examinations. **Exam Fee & Kit extra. Career options include beautician, cruise liners or set up your own business.**

PROFESSIONAL - ITEC COURSES

You can now enrol on line @ www.clanesm.com or by telephone using Visa, MasterCard or Laser

Course No. 7029: FACIAL TREATMENTS (ITEC CERTIFIED)

September 2010 - June 2011 Monday 7.00pm-10.00pm

Fee: €980 (€490 per term)

This course is both practical and theory based.

On completion you will sit ITEC Practical & Theory Examinations **Exam Fee and Materials extra.**

www.itecworld.co.uk

Course No. 7031: DIPLOMA IN SPORTS MASSAGE (ITEC CERTIFIED)

Sept 2010 - June 2011 Tuesday & some Thursdays

7.00pm-10.00pm (over three terms)

Fee: €980 (€490 per term)

Accreditation: QCA 100/2592/3 Level 3. Covers all aspect of sports massage to enable the therapist to understand the effect and benefits of massage to assist in dealing with injury and training requirements. This qualification is for those who want to work in leisure centres and with sports clubs and competitive athletes and teams. Pre-requisite: see web site www.itecworld.co.uk ie. Holistic massage, Anatomy & Physiology and Professionalism & Business. **Exam Fee and Materials extra.**

Course No. 7028: MANICURE & PEDICURE (ITEC CERTIFIED)

September 2010 - June 2011 Thursday

Sessions 25 7.30pm-9.30pm (over three terms)

Fee: €600 or (€300 per term)

This course is both practical and theory based.

On completion you will sit ITEC Practical & Theory Examinations **Exam Fee and Materials extra.** www.itecworld.co.uk

Course No. 7033: DIPLOMA IN DIET & NUTRITION (ITEC CERTIFIED)

Sept 2010 - June 2011 Wednesdays & some Thursdays

7.00pm-10.00pm (over three terms)

Fee: €980 (€490 per term)

Accreditation: QCA 100/2445/1 Level 3 The course covers the digestive system, absorption, distribution, metabolism, and nutrients. Included are: calories, RDAs, cholesterol, carbohydrates, proteins, vegetarian diets, food allergies and food poisoning. This is ideal for any complementary therapist who wishes to be able to give more guidance to their clients on healthy eating and the holistic approach. **Exam Fee and Materials extra.**

Pre-requisite; students must hold an ITEC diploma in a Complementary Therapy or ITEC Diploma in body treatments or equivalent.

FETAC COURSES

You can now enrol on line @ www.clanesm.com or by telephone using Visa, MasterCard or Laser

FETAC Level 5/6 Component Certificate will be available upon completion of both Term 1 Autumn 2010 and Term 2 Spring 2011. Further information available from www.fetac.ie (use course code)

Course No 8010 BOOKKEEPING - MANUAL AND COMPUTERISED

Sessions: 20 Monday 7.30pm - 10.00pm Fee: €400

Module Code B20137 (€200 per term)

FETAC Level 5

This module has been developed to provide the learner with both an introduction to manual bookkeeping terms and principles, and the knowledge and skills necessary to operate a computerised accounts system using an integrated accounts package.

Course No 8011 PAYROLL - MANUAL AND COMPUTERISED

Sessions: 20 Thursday 7.30pm - 10.00pm Fee: €400

Module Code B20138 (€200 per term)

FETAC Level 5

This module has been developed to provide the learner with the knowledge and skills necessary to maintain payroll records manually and on computer in a small to medium sized organisation.

Course No 8039: OCCUPATIONAL FIRST AID **FETAC LEVEL 5 COMPONENT CERTIFICATE**

Code D20188 Tuesday 7.00pm -10.00pm Fee: €350

Sessions 10: The course will cover how to react to common accidents, which occur in the workplace, until medically qualified personnel arrive. As it is a Health & Safety Authority certified and approved course a registered external examiner is required. A certificate is valid for two years.

Course No. 8032: CHILDCARE FETAC LEVEL 5 AWARD

Code: DCHSC Tuesday 7.00pm -10.00pm
& some Thursdays

Duration: 2 years part-time Completed by end of May 2012

Fee: €850 per year (€425 per term) (total €1,700)

1. Caring for children 0 - 6
2. Child Development.
3. Early Childhood Education.
4. Working in Childcare.
5. Work Experience.
6. Communications
7. Arts and Crafts for Children.
8. Social Studies.

(An up to date certificate in First Aid is necessary to complete the award. Although this course is available in Scoil Mhuire it is not included in cost above.) All components have assignments attached. Suitable for those seeking employment in childcare. Students are required to complete a minimum of 30 hours work experience in a childcare setting either in a paid or voluntary capacity. All students must be fluent English speakers. FETAC Level 5 Certificate will be available upon successful completion of both year 1, 2011 and year 2, 2012. Further information available from www.fetac.ie (use course code)

FETAC COURSES

You can now enrol on line @ www.clanesm.com or by telephone using Visa, MasterCard or Laser

FETAC Level 5/6 Component Certificate will be available upon completion of both Term 1 Autumn 2010 and Term 2 Spring 2011. Further information available from www.fetac.ie (use course code)

**Course No. 8040: SPECIAL NEEDS ASSISTANT
FETAC LEVEL 6 COMPONENT CERTIFICATE**

Code L32344 Tuesday 7.00pm – 9.30pm

Duration: Total 30 Hours Fee: €700

This course is aimed at people who have completed the Component Certificate Course in Special Needs Assisting, but there is no special entry requirement. The Froebel Diploma in Special Needs Assistant will only be awarded to those who have also completed the Froebel Component Certificate course with the College of Progressive Education. 50 hours work experience necessary. www.fetac.ie

Further Information: The College of Progressive Education / Froebel College of Education 01-4884300.

**Course No 8038: TRAIN THE TRAINER
FETAC LEVEL 6 COMPONENT CERTIFICATE**

Code E30179 Wednesday 7.00pm – 10.00pm

Fee: €650

Sessions 10:

This programme is designed to provide the learner with an extended knowledge of delivering training to adults. It will cover the theoretical principles and practical methodologies of adult education. The programme is suited to those trainers or prospective trainers who will support adult learners. Topics to be covered include: Adult Education theory and methodologies. Being an effective trainer. The needs and learning style of adult learners. The trainer and effective communication. How to structure an accredited training course. Conducting a training needs analysis. Using resources and visual aids. Evaluating training programmes. Giving and receiving feedback. The assessment process. www.fetac.ie

Course No 8037 CARE OF THE OLDER PERSON
Sessions: 10 Thursday 7.30pm - 10.00pm Fee: €280
Module Code D20180
FETAC Level 5

The module is designed to equip the learner with the skills and knowledge to care for older people in a variety of settings. Learners will demonstrate good work practice, understand the concept of the ageing process, be able to meet the full range of needs of older people in a variety of care settings and enhance the quality of life of the older person.

FETAC COURSES

FETAC Level 5/6 Component Certificate will be available upon completion of both Term 1 Autumn 2010 and Term 2 Spring 2011. Further information available from www.fetac.ie (use course code)

Course No 8005 SOUND ENGINEERING AND PRODUCTION
Sessions: 15 Wednesday 8.00pm - 10.00pm Fee: €290
Module Code E20136
FETAC Level 5

This module is designed to offer a practical introduction to sound engineering and production, meeting the needs of a range of learners following media and performing arts courses. The module combines practical training and experience with theoretical appreciation. It meets a wide range of vocational needs through emphasis on responsibility, good work practices, creativity, effective communication and co-operation.

Course No 8006 EQUINE STABLE AND YARD ROUTINE
Sessions: 10 Thursday 8.00pm - 10.00pm Fee: €190
Module Code C20111
FETAC Level 5

This module is designed so that the learner will understand the principles, acquire the relevant knowledge and develop the skills associated with the care and maintenance of horses.

Course No 8007 EQUINE ANATOMY AND PHYSIOLOGY
Sessions: 10 Monday 7.30pm - 10.00pm Fee: €290
Module Code C20113
FETAC Level 5

This module is designed to provide the learner with the relevant knowledge and understanding of the structure and function of the horse's body to enable the learner to provide better horse care.

Course No 8008 SAFETY AND HEALTH AT WORK
Sessions: 15 Monday 8.00pm - 10.00pm Fee: €290
Module Code D20165 FETAC Level 5

This module is designed to provide the learner with the skills and knowledge to promote and maintain safety and health in the working environment.

Course No 8009 START YOUR OWN BUSINESS
Sessions: 15 Wednesday 8.00pm - 10.00pm Fee: €290
Module Code B20153
FETAC Level 5

The module is designed to provide the skills required to start a business and the knowledge to understand the issues involved in doing so. It will provide the learner with real life experience of investigating and evaluating a business idea.

Course No 8024 INTRODUCTION TO NURSING
Sessions: 15 Tuesday 7.30pm - 9.30pm Fee: €290
Module Code D20012 LEVEL 5

This module explores the nursing profession. It introduces the learner to the caring role of the nurse and emphasises the importance of interpersonal communication.

Course No 8025 HEALTH - RELATED FITNESS
Sessions: 15 Wednesday 8.00pm - 10.00pm Fee: €290
Module Code D20123 Level 5

The module is designed to provide learners with the skills and knowledge to develop their personal health-related fitness and to devise safe, effective personal health-related fitness programmes for themselves and others.

FETAC COURSES

You can now enrol on line @ www.clanesm.com or by telephone using Visa, MasterCard or Laser

Course No 8017: DIGITAL PHOTOGRAPHY
 Sessions: 15 Wednesday 7.30pm - 9.30pm **Fee: €380**
 Module Code L22565
 FETAC Level 5

This module offers a broad and comprehensive introduction to the theory and practice of digital photographic production. It will develop practical, critical and academic skills of value to the learner pursuing further education or seeking employment in any area in which a basic knowledge of digital photography would be an advantage.

Course No. 8041: ADVANCED CERTIFICATE IN CHILDCARE SUPERVISION FETAC LEVEL 6 MAJOR AWARD

Code: DCXXX Tuesday & some Thursdays 7.00pm –10.00pm
Duration: 1 years part-time Completed by end of May 2011
Fee: €1,750 (€875 per term)

FETAC Level 6 Advanced Certificate in Supervision in Childcare DCXXX. Essential for supervisors/managers of Early Childhood Care and Education settings under the ECCE Scheme . All 4 mandatory modules over 33 evenings. Applicants must have previously completed Level 5 Childcare award. Minimum 4 weeks work .

The following are the 4 Mandatory Modules: Child Development, Early Childhood Programmes, Social and Legal Issues in Childcare and Supervision in Childcare. Please contact The College of Progressive Education for further information phone 01 4884302

Course No 8042: CHILD PSYCHOLOGY (4– 18 YEARS)
FETAC LEVEL 6 COMPONENT CERTIFICATE

Code N32957 Wednesday 7pm –10pm
Fee: €600
Sessions 10:

This course will explore child psychology from age 4-18 years in relation to childhood education. It is suitable for childcare staff, parents and teachers. Topics covered will include development of personality, relationships, communication skills, the role of computer-based activities, the importance of security and continuity and the impact of transition and change. 30 hours work experience in a childcare setting or school recommended. www.fetac.ie

Course No 8043: CHILD DEVELOPMENT
 Sessions: 15 Monday 7.30pm - 9.30pm **Fee: €290**
 Module Code D20005
 FETAC Level 5 :

The module is designed to provide the learner with an introduction to the theory and practice of child development from 0 - 6 years. It aims to promote good practice, equality of opportunity and respect for diversity in lifestyles.

Course No 8027: DATABASE METHODS
 Sessions: 15 Tuesday 7.30pm - 9.30pm **Fee: €290**
 Module Code B20012
 FETAC Level 5 :

Understand Databases and their range of applications. Create Databases from design specifications. Utilise a wide range of Database functions in order to manipulate, interrogate and output information.

Course No 8030: MARKETING
 Sessions: 15 Wednesday 7.30pm - 9.30pm **Fee: €290**
 Module Code B20017

FETAC Level 5 :Learners who complete this course will be able to work effectively as a marketing assistant in a range of organisations. Become familiar with the principles and practices of marketing. Understand the role of marketing in everyday life.

FETAC COURSES

FETAC Level 5/6 Component Certificate will be available upon completion of both Term 1 Autumn 2010 and Term 2 Spring 2011. Further information available from www.fetac.ie (use course code)

Course No 8018: SPECIAL NEEDS ASSISTING
 Sessions: 20 Wednesday 7.30pm - 10.00pm **Fee: €450**
 Module Code D20186
 FETAC Level 5

This course is designed for those people who are working or planning to work, with children with special needs as a classroom assistant, in a paid or voluntary capacity.

Course No 8020: ART AND CRAFT FOR CHILDCARE
 Sessions: 15 Thursday 7.30pm - 9.30pm **Fee: €290**
 Module Code D20121
 FETAC Level 5

This module aims to enable the learner to understand the value of participation in art and craft activities to the overall development of children (0 - 7 years). Learners will develop the skills to plan and carry out appropriate activities with children. The module also aims to develop the creative ability of learners and equip them with the skills and knowledge to work with young children in the art and craft area.

Course No 8021: CARING FOR CHILDREN (0 – 6 years)
 Sessions: 15 Wednesday 7.30pm - 9.30pm **Fee: €290**
 Module Code D20159
 FETAC Level 5

The module is designed to equip the learner with the skills and knowledge to care for children from 0-6 years either in the home or as part of a supervised team in a childcare setting. The module aims to promote good practice, equality of opportunity and respect for diversity in lifestyles, religion and culture and the maintenance of a healthy, hygienic and safe environment for children.

Course No 8022: BUSINESS LAW
 Sessions: 15 Wednesday 7.30pm - 9.30pm **Fee: €290**
 Module Code B20131
 FETAC Level 5

The purpose of this module is to provide the learner with a general understanding of the main elements of law that impact on business. The focus of the module is on both the theoretical basis for business law and on the practical applications in a business organisation. It is intended to prepare the learner for employment or further study in related areas.

Course No 8026: SPORT AND RECREATION STUDIES
 Sessions: 15 Monday 7.30pm - 9.30pm **Fee: €290**
 Module Code D20021
 FETAC Level 5

This module is a statement of the standards to be achieved to gain an FETAC credit in Sport and Recreation Studies at Level 5. The module is designed to provide learners with an overview of leisure activities and an understanding of key aspects of sport, recreation and tourism.

Course No 8028: DESKTOP PUBLISHING
 Sessions: 15 Monday 7.30pm - 9.30pm **Fee: €290**
 Module Code E20003

FETAC Level 5 : This course is suitable for people who want to produce printed documents containing text and graphics from a desktop publishing package. It includes analysis, craft, process, design and technology elements.

Course No 8029: eBUSINESS
 Sessions: 15 Monday 7.00pm - 9.00pm **Fee: €290**
 Module Code B20148

FETAC Level 5 : Suitable for people who want to add an on-line element to their business or who want to set up an on-line shop. Discover the role played by Technology in business today. Understand the potential social, legal and economic impact of eBusiness.

FURTHER ENQUIRIES TO

Padraig Nolan: Principal, Scoil Mhuire, Clane
Padraig Brennan: FETAC Verifier, (Deputy Principal), Scoil Mhuire
Seamus Scully, Director of Adult Education, Scoil Mhuire, Clane
Edmond Behan, Assistant Director of Adult Education
Cormac O'Donovan, Assistant Director of Adult Education
Padraig Carbury, Assistant Director of Adult Education
Orla Mc Ardle, Adult Education Co-Ordinator
Louise Black, Adult Education Co-ordinator
Sean Brilly, Pat O'Connor : Information Technology
Administration Team: Breda Dowling, Bernadette Grogan
 Paula McGrath, Kathleen Gately
 Jacqueline Slattery, Colette Breslin
 Bernie Holligan

Night Staff: Tom Connolly, Eileen Cribbin, Joe McDonald
 Matt Dobbins, Andy O'Connor

Telephone: 045 - 868255

Fax: 045 - 868788

Email: claneadult@gmail.com

Website: www.clanesm.com

HOW TO FIND US

POSTAL ENROLMENT FORM

Note: Booking accepted with payment only
 (Cheque / Postal Order / Bank Draft)

Name:

Address:

Mob Tel :Email:.....

Course No. Course Title:

Fee Enclosed: €.....

I accept the conditions of enrolment as stated in the brochure.

Signed:

Postal Enrolment saves queueing!

DAYTIME COURSES

**The following courses are offered as
 DAYTIME COURSES in Scoil Mhuire, Clane in
 our new Adult Education Centre. All Courses will
 run for TEN weeks unless otherwise stated.**

*You can now enrol on line @ www.clanesm.com or by telephone
 using Visa, MasterCard or Laser*

MONDAY

- | | | |
|-------------------------|--|-----------|
| Course No. 0102: | <u>PILATES</u> | |
| Sessions: 10 | Ref: page 9 9.30am—10.30am | Fee: €90 |
| Course No. 0103: | <u>PILATES FOLLOW ON</u> | |
| Sessions: 10 | Ref: page 9 10.30am—11.30am | Fee: €90 |
| Course No. 0104: | <u>OIL PAINTING</u> | |
| Sessions: 10 | Ref: page 19 11.30am—1.30pm | Fee: €110 |
| Course No. 0110: | <u>DRESSMAKING (BEGINNERS)</u> | |
| Sessions: 10 | Ref: page 14 9.30am—11.30pm | Fee: €150 |
| Course No. 0111: | <u>GOLF FOR BEGINNERS</u> | |
| Sessions: 8 | Ref: page 13 9.30am—11.30am | Fee: €110 |
| Course No. 0109: | <u>THE KITCHEN GARDEN</u> | |
| Sessions: 10 | Ref: page 11 9.30am—11.30am | Fee: €110 |
| Course No. 0112: | <u>ANIMATION FOR CHILDREN</u> | |
| Sessions: 10 | Ref: page 17 3.45pm—4.45pm | Fee: €90 |

TUESDAY

- | | | |
|-------------------------|--|-----------|
| Course No. 0201: | <u>WATER COLOUR PAINTING</u> | |
| Sessions: 10 | Ref: page 19 9.30am — 11.30am | Fee: €110 |
| Course No. 0201: | <u>YOGA PREGNANCY</u> | |
| Sessions: 10 | 9.30am — 11.30am | Fee: €110 |
| Course No. 0211: | <u>YOGA</u> | |
| Sessions: 10 | Ref Page 9 11.30am — 1.00pm | Fee: €80 |
| Course No. 0203: | <u>SPANISH FOR IMPROVERS</u> | |
| Sessions: 10 | Ref: page 5 11.30am — 1.30pm | Fee: €110 |
| Course No. 0204: | <u>ITALIAN FOR BEGINNERS</u> | |
| Sessions: 10 | Ref: page 5 11.30am — 1.30pm | Fee: €110 |
| Course No. 0207: | <u>BELLY DANCING</u> (for Ladies) | |
| Sessions: 10 | Ref: page 7 9.30am — 10.30am | Fee: €90 |
| Course No. 0210: | <u>COMPUTERISED ACCOUNTS</u> | |
| Sessions: 10 | Ref: page 4 9,30pm—11.30pm | Fee: €200 |

DAYTIME COURSES

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WEDNESDAY

- Course No. 0301:** ECDL Automated Testing Centre
Sessions: 20 **Ref: page 1** Wednesday 9.30am – 12.00pm
Fee: €500 (€250 per term)
- Course No. 0305:** DIGITAL PHOTOGRAPHY
Sessions: 10 **Ref: page 2** 12.00 noon—2.00pm Fee: €160
- Course No. 0303:** SPANISH FOR BEGINNERS
Sessions: 10 **Ref: page 5** 11.30pm—1.30pm Fee: €110
- Course No. 0304:** PAINTING WITH ACRYLICS
Sessions: 10 **Ref: page 19** 9.30am—11.30am Fee: €110
- Course No. 0312:** INTRODUCTION TO NLP
Sessions: 10 **Ref: page 8** 9.30am—11.30am Fee: €150
- Course No. 0314:** ASSERTIVENESS SKILLS
Sessions: 10 **Ref: page 6** 11.30am—1.30pm Fee: €110
- Course No. 0311:** LEARNING THE GUITAR
Sessions: 10 **Ref: page 15** 3.45pm—4.45pm Fee: €90
- Course No. 0315:** INTERNET FOR BEGINNERS
Sessions: 10 **Ref: page 1** 3.45pm—5.45pm Fee: €120
- Course No. 0307:** LEARNING THE GUITAR
PRIMARY SCHOOL STUDENTS
Sessions: 10 3.45pm—4.45pm Fee: €90

DAYTIME COURSES

You can now enrol on line @ www.clanesm.com or by telephone using Visa, MasterCard or Laser

THURSDAY

- Course No. 0402:** CREATIVE PHOTOGRAPHY &
TECHNIQUES
Sessions: 10 **Ref: page 14** 11.30am—1.30pm Fee: €110
- Course No. 0411:** DRESSMAKING (IMPROVERS)
Sessions: 10 **Ref: page 14** 9.30am—11.30am Fee: €150
- Course No. 0413:** OCCUPATIONAL FIRST AID
Sessions: 5 **Ref Page 26** 9.30am—4.30pm Fee: €350
- Course No. 0414:** SPEECH & DRAMA
PRIMARY SCHOOL STUDENTS
Sessions: 10 3.45pm—4.45pm Fee: €90
- Course No. 0415:** MATHS FOR PARENTS
Sessions: 10 **Ref Page 4** 11.30am—1.30pm Fee: €110
- Course No. 0416:** CHILD - PARENT RELATIONSHIP
TRAINING
Sessions: 10 **Ref Page 6** 2.00pm—4.00pm Fee: €110
- Course No. 0417:** SUGARCRAFT CAKE DECORATING
Sessions: 10 **Ref Page 16** 9.30am—11.30am Fee: €120

FRIDAY

- Course No. 0501:** COMPUTERS FOR BEGINNERS
Sessions: 10 **Ref: page 1** 9.30am—11.30am Fee: €120
- Course No. 0502:** COMPUTERS FOR IMPROVERS
FETAC Level 3
Sessions: 10 **Ref: page 1** 11.30am—1.30pm Fee: €120
- Course No. 0506:** CALLANETICS
Sessions: 10 **Ref: page 9** 9.30am—10.30am Fee: €70
- Course No. 0503:** DRAWING THE PORTRAIT
Sessions: 10 **Ref: page 18** 9.30am—11.30am Fee: €120
- Course No. 0505:** COLOUR ME BEAUTIFUL
COLOUR & STYLE
Sessions: 5 **Ref: page 13** 11.30am –1.30pm Fee: €90
- Course No. 0507:** CREATIVE FELTMAKING
Sessions: 10 **Ref: page 13** 10.30am—12.30 pm Fee: €130