

GENERAL INFORMATION

TELEPHONE & ON LINE ENROLMENT - You can enrol ANYTIME on line @ www.clanesm.com OR by telephone from **Tuesday 14th April 2009** 9.30am - 4.30pm using Visa, MasterCard or Laser card.

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 TUESDAY EVENING 21st APRIL 2009 7.30pm - 9.30pm. 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 by post. 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 five weeks duration, Mondays four weeks.

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.

Summer Term 2009

ADULT EDUCATION

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

**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

SUMMER TERM 2009

**All Courses will run for five weeks unless otherwise stated
Monday evening classes run for four weeks**

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**

POSTAL ENROLMENT FORM

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

Name:
Address:
Day Tel:Email:.....
Course No. Course Title:
Fee Enclosed: €.....

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

Signed:
Postal Enrolment saves queuing!

ENROLMENT

BY TELEPHONE
(045) 868255
9.30am-4.30pm (Daily)
Also EVENING (In person)
TUESDAY 21st April 2009
7.30pm-9.30pm
And MORNINGS (In person)
9.30am-1.00 pm

COURSES BEGIN

Monday 27th April 2009
Tuesday 28th April 2009
Wednesday 29th April 2009
Thursday 30th April 2009
Friday 1st April 2009

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

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

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

Course No. 1018: ECDL (Term 2 Continuation)

Sessions: 5 **Thursday** 7.00pm – 10.00pm
Fee: €500 (€250 per term)

Course No. 1003: COMPUTERS for over 55's (Improvers)

Sessions: 5 **Wednesday** 4.15pm-5.45pm **Fee: €45**
Why not read the newspapers using the Internet.

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

Sessions: 5 **Tuesday** 4.15pm-5.45pm **Fee: €45**

Course No. 1005: COMPUTERS Beginners

Sessions: 5 **Tuesday** 7.00pm - 8.30pm **Fee: €50**
Create simple posters & flyers, type letters, agenda's, memo's, set up an email address & send/receive email, using Internet to book flights & search for information, file management.

Course No. 1008: COMPUTERS Improvers

Sessions: 5 **Tuesday** 8.30pm - 10.00pm **Fee: €50**
Mail Merge with MS Word, Tables, Excel Spreadsheets, Powerpoint Presentation & Slide-Show, File Management.

Course No. 1010: AUTOCAD 2006

Sessions: 5 **Wednesday** 7.00pm-10.00pm **Fee: €150**
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.

Course No. 1016: DIGITAL PHOTOGRAPHY

Sessions: 5 **Wednesday** 8.30pm-10.00pm **Fee: €60**
Introduction to use and workings of your digital camera. Learn about software applications.

Course No. 1017: DIGITAL PHOTOGRAPHY

Sessions: 5 **Wednesday** 7.00pm-8.30pm **Fee: €60.00**

Course No. 1019: MICROSOFT OFFICE PUBLISHER

Sessions: 5 **Tuesday** 8.00pm-10.00pm **Fee: €60**
Learn how to design publications; Build your BRAND with flyers, brochures, newsletters and more. Use basic design techniques for professional looking results. Create impressive layouts using ready-made templates. Grab their attention with text effects, graphics and media clips.

BUSINESS

Course No. 3001 START & RUN YOUR OWN BUSINESS

Sessions: 5 **Thursday** 8.00pm-10.00pm **Fee: €55**
Topics covered may include 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.

BUSINESS (Continued)

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

Course No. 3013: CLEVER CASH MANAGEMENT

Sessions: 5 **Wednesday** 8.00pm-10.00pm **Fee: €55**
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. 3010: PAYROLL: Manual & Computerised

Sessions: 8 **Mon and Wed** 7.00pm -10.00pm **Fee: €200**
(Term 2 Continuation)

Course No. 3011 BOOKKEEPING: Manual & Computerised

Sessions: 8 **Tues and Thurs** 7.00pm -10.00pm **Fee: €200**
(Term 2 Continuation)

Course No. 3012: HR COMPLIANCE FOR SMALL BUSINESSES

Sessions: 10 **Tuesday & Thurs** 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.

LEAVING CERT. SUBJECTS

All students must have completed Form E10 for State Examinations Commission in order to sit Leaving Certificate Examination in June 2009

Course No. 2001: LEAVING CERT MATHS

Sessions: 5 **Wednesday** 8.00pm-10.00pm **Fee €75**

Course No. 2003: LEAVING CERT BIOLOGY (Honours)

Sessions: 5 **Thursday** 7.30pm-9.30pm **Fee €75**

Course No. 2004: LEAVING CERT IRISH (Honours)

Sessions: 5 **Tuesday** 8.00pm-10.00pm **Fee €75**

Course No. 2007: LEARNING SKILLS

Mon, Tues, Wed, Thurs, Friday 4.00pm-6.00pm

LEAVING CERT. SUBJECTS (Continued)

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

All students must have completed Form E10 for State Examinations Commission in order to sit Leaving Certificate Examination in June 2009

Course No 2008. : LEAVING CERT CHEMISTRY (HONS)

Sessions: 5 Wednesday 8.00pm-10.00pm Fee €75

Course No 2009. : LEAVING CERT PHYSICS (HONS)

Sessions: 5 Thursday 8.00pm-10.00pm Fee €75

LANGUAGES

Course No. 4001: SPANISH Beginners

Sessions: 5 Thursday 8.00pm-10.00pm Fee: €55

An introduction to Spanish language and culture in a relaxed atmosphere, covering everyday situations, with emphasis on pronunciation and oral practice.

Course No. 4002: SPANISH Improvers

Sessions: 5 Wednesday 8.00pm-10.00pm Fee: €55

For those who have taken a Basic Course in Spanish.

Course No. 4008: CONVERSATIONAL FRENCH

Sessions: 5 Tuesday 8.00pm-10.00pm Fee: €55

Suitable for those interested in improving their spoken French, especially when going on holiday.

Course No. 4009: FRENCH Beginners

Sessions: 5 Thursday 8.00pm-10.00pm Fee: €55

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: 5 Tuesday 8.00pm-10.00pm Fee: €55

Enjoy learning Italian, discovering something new about Italy and her people.

Course No. 4011: ITALIAN Improvers

Sessions: 5 Thursday 7.30pm-9.30pm Fee: €55

Course No. 4012: GERMAN IMPROVERS

Sessions: 5 Thursday 8.00pm -10.00pm Fee: €55

Learn a new language and dip into the customs of German speaking countries.

Course No. 4007: ENGLISH FOR POLISH SPEAKERS

Sessions: 5 Tuesday 8.00pm-10.00pm Fee: €50

Enjoy learning English, discovering something new about Ireland and her people.

Course No. 4017: CONVERSATIONAL IRISH IMPROVERS

Sessions: 4 Monday 7.30pm-10.00pm Fee: €50

Expand on your 'Cúpla Focal' in a relaxed and friendly environment.

Course No. 4006 ENGLISH AS A SECOND LANGUAGE Improvers

Sessions: 10 Thursday 8.00pm-10.00pm Fee: €50

HEALTH & FITNESS

Course No. 5006: ADULT HIP HOP

Sessions: 5 Tuesday 9.00pm - 10.00pm Fee: €40

Basic style of American Hip Hop.

Course No. 5001 SALSA DANCING

Sessions: 4 Monday 8.45pm - 10.00pm Fee: €40

Course No. 5036: IRISH SET DANCING

Sessions: 5 Tuesday 8.00pm-10.00pm Fee: €50

Prepare for the Ceili ie Plain Set, Connemara Set, Clare Lancers etc. plus Two Hand Dances i.e. Saint Bernard Waltz, Military Two Step, Corr Beirte, Britannia Two Step etc.

Course No. 5003: BALLROOM & LATIN AMERICAN DANCING

Sessions: 4 Monday 7.30pm- 8.45pm Fee: €40.00

Beginners - Salsa, Swing, Samba, Jive, Waltz & Cha Cha.

Course No. 5037: DANCE & MOVEMENT

Sessions: 5 Tuesday 8.00pm-9.00pm Fee: €40

Introductory course to Dance and Movement by Miranda Linden incorporating all styles, Waltz, Jive, Rumba, Samba, Cha Cha, Salsa, Hop Hop. A fun and fantastic way to get fit.

Course No. 5026: LINE DANCING - Beginners/Improvers

Sessions: 5 Thursday 8.30pm-10.00pm Fee: €40

A fun way to keep fit and learn great routines. A great social night out.

Course No. 5002: BELLY DANCING (for Ladies)

Sessions: 5 Thursday 9.00pm - 10.00pm Fee: €40

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 5080. : ROCK & ROLL DANCE

Sessions: 5 Wednesday 8.30pm - 10.00pm Fee: €50

If you know a few basic steps and you love dancing you will learn to move with the music. Some may wish for advice towards rock & roll competition.

Course No. 5035: AEROBICS n' Tone

Sessions: 5 Thursday 8.00pm-9.00pm Fee: €40

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. 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 participant's skills

Course No. 5011: INTRODUCTION TO NLP

Sessions: 5 Wednesday 8.00pm-10.00pm Fee: €75

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.

HEALTH & FITNESS (Continued)

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

Course No. 5009: TAG RUGBY for All

Sessions: 5 Thursday 7.30pm-9.00pm Fee: €45

Improve your fitness and enjoy rugby indoors at the same time. Relive your old glory days. All Ladies & Gentlemen welcome.

Course No. 5010: CIRCUIT TRAINING 50/50 COMBO

Sessions: 5 Tuesday 9.00pm-10.00pm Fee: €40

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.

Course No. 5040: YOGA

Sessions: 5 Wednesday 8.30pm-10.00pm Fee: €40

How to combat stress & tension through deep-breathing, exercises, relaxation & meditation. Please bring your own mat or rug.

Course No. 5038: YOGA Improvers

Sessions: 5 Tuesday 7.00pm-8.30pm Fee: €40

Course No. 5042: YOGA

Sessions: 5 Thursday 8.30pm-10.00pm Fee: €40

Course No. 5043: CALLANETICS

Sessions: 5 Thursday 8.00pm-9.00pm Fee: €40

Floor exercises, fitness, tummy and thigh routines, resulting in inch loss and body toning. (Bring a towel and bottle of water)

Course No. 5044: PILATES

Sessions: 5 Thursday 9.00pm-10.00pm Fee: €50

Invigorates the mind, develops core muscle strength, relieves stress and back pain, improves balance and co-ordination. Will leave you looking toned and revitalised. (Limited number in class). (Bring a mat and bottle of water).

Course No. 5045: PILATES

Sessions: 5 Thursday 7.00pm - 8.00pm Fee: €50

Course No. 5047: PILATES

Sessions: 5 Wednesday 8.00pm-9.00pm Fee: €50

Course No. 5048: PILATES Follow-on

Sessions: 5 Wednesday 9.00pm-10.00pm Fee: €50

Course No. 5046: PILATES

Sessions: 5 Thursday 8.00pm-9.00pm Fee: €50

Course No. 5081: PILATES

Sessions: 5 Wednesday 7.00pm - 8.00pm Fee: €50

HEALTH & FITNESS (Continued)

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

Course No. 5008: TAI CHI Introduction

Sessions: 5 Wednesday 8.30pm-10.00pm Fee: €40

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. 5033: ANGEL HEALING AND THERAPY

Sessions: 5 Wednesday 8.00pm - 10.00pm Fee: €55

Learn how to invoke, communicate and heal with angels and archangels.

Course No. 5020: INTRODUCTION TO NAILS

Sessions: 5 Tuesday 8.00pm-10.00pm Fee: €55

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. 5032: BEAUTY THERAPY

Sessions: 5 Thursday 8.00pm-9.00pm Fee: €55

Cleansing, deep cleansing, facial treatments, make-up applications, fake tan applications, eye brow trim, eye lash tinting, waxing, manicures & pedicures, stress massage.

Course No. 5015: TAKE CONTROL OF YOUR LIFE

Beginners - Part 1

Sessions: 10 Tuesday & Thurs 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: 5 Wednesday 8.00pm-10.00pm Fee: €55

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. 5027: MAKE UP ARTIST - Introduction

Sessions: 4 Monday 7.30pm - 10.00pm Fee: €55

Topics covered may include, skin types and conditions, mini facials, choosing correct foundation, colour corrective products, concealing blemishes, contouring/highlighting, shading & blushers. Day & evening make up and make up for the mature woman. (Cost of materials extra).

HOBBIES & LEISURE

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

Course No. 6066: GARDENING - HANDS ON

Sessions: 5 Tuesday 8.00pm – 10.00pm Fee: €55
Design/Re-design your garden, proper pruning of plants, soil types. Lawn care and how to maintain a colourful garden all year. General garden tips and advice.

Course No. 6005: THE KITCHEN GARDEN

Sessions: 5 Wednesday 8.00pm-10.00pm Fee: €55
From a windowsill to an acre plot. This basic course will show you how to grow fruit, vegetables and herbs for your kitchen in a small or not so small acre.

Course No. 6051: JOYS OF COOKING

Sessions: 5 Wednesday 7.30pm-9.30pm Fee: €55
A practical class to learn to cook with confidence. Entertain with ease from pasta dishes, stir fries, Sunday lunch, desserts etc

Course No. 6052: JOYS OF COOKING

Sessions: 5 Thursday 7.30pm-9.30pm Fee: €55

Course No. 6053: HEALTHY COOKING FOR A HEALTHY LIFE

Sessions: 4 Monday 7.30pm-10.00pm Fee: €55
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.

Course No. 6054: TASTES FROM AROUND THE WORLD

Sessions: 5 Wednesday 7.30pm-9.30pm Fee: €55
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.

Course No. 6049: CAKE ICING AND DECORATING

Sessions: 5 Tuesday 7.30pm-9.30pm Fee: €55
As we enter the Wedding Season, learn how to ice and decorate that special cake! Learn the skills of icing and decorating wedding, birthday or other special occasion cakes.

Course No. 6050: CAKE DECORATING- SUGARCRAFT

Sessions: 4 Monday 7.30pm 10.00pm Fee: €55
Learn how to make those sugarcraft flowers, leaves and sprays for wedding, anniversary or special occasion cakes.

Course No 6081 : COOKING WITH A FRENCH TWIST

Sessions: 5 Thursday 7.30pm - 9.30pm Fee: €55
The aim of the course is to teach traditional French dishes from starter to desert, directed by our French Chef.

HOBBIES & LEISURE (Continued)

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

Course No 6067:SOUND ENGINEERING & MIXING TECHNIQUES

Sessions: 5 Tuesday 8.00pm-10.00pm Fee: €55
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. 6065: CAR MAINTENANCE

Sessions: 5 Tuesday 7.30pm-9.30pm Fee: €55
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.

Course No 6081: TELLING YOUR STORY

Sessions: 5 Tuesday 7.30pm—9.30pm Fee: €55
Everyone has a tale to tell. Some people like to write it down, some like to “say” out their story. This course considers how to select a good story, how to prepare it for others to hear or read and how best to deliver it in an interesting way.
No experience is necessary to enjoy this relaxed and fun course.

Course No. 6056: COMMUNICATION SKILLS

Sessions: 5 Thursday 8.00pm-10.00pm Fee: €55
This course will teach you the skills required to understand and demonstrate good communication and presentation skills. The course will examine both verbal and non verbal communication and how to get your message across one to one, in small groups and to an audience.

Course No 6082 : WOVEN ART TEXTILES

Sessions: 5 Tuesday 7.30pm-9.30pm Fee: €55
From simple blocks of flat woven colour to rich textured landscapes. Learn to paint with wool. Blend yarn like mixing paint to create beautiful tapestries of any scene or design.

Course No. 6024: GOLF for Beginners/Improvers

Sessions: 5 Thursday 7.30pm-9.30pm Fee: €60
Suitable for beginners and refreshers. Some classes will be held in Kerdiffstown Driving Range, Sallins.

HOBBIES & LEISURE

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

Course No. 6035: WOODCARVING

Sessions: 5 Thursday 8.00pm-10.00pm Fee: €55

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. 6032: BASIC WOODWORKING

Sessions: 5 Thursday 8.00pm-10.00pm Fee: €55

Learn the techniques and make a project.

Course No. 6033: D. I. Y.

Sessions: 4 Monday 7.30pm-10.00pm Fee: €55

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: 5 Tuesday 8.00pm-10.00pm Fee: €55

Building a new house, an extension, renovating or simply interested in house construction details, then this is the course for you.

Course No. 6036: FURNITURE RESTORATION

Sessions: 5 Tuesday 8.00pm-10.00pm Fee: €55

Restore all types of furniture, re-assemble, remove old polish, re-french polish, stain and finish.

Course No. 6028: INTRODUCTION TO COUNSELLING

Sessions: 5 Tuesday 8.00pm-10.00pm Fee: €55

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. 6027: INTRODUCTION TO PSYCHOLOGY

Sessions: 5 Thursday 8.00pm-10.00pm Fee: €55

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

HOBBIES & LEISURE (Continued)

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

Course No. 6038: LEARNING THE BODHRÁN

Sessions: 4 Monday 7.30pm – 10.00pm Fee: €55

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. 6041: LEARNING THE GUITAR

Sessions: 5 Wednesday 7.30pm – 9.30pm Fee: €55

Suitable for a beginner or for a person with some experience. Tuning, strumming, finger styles etc.

Course No. 6040: LEARNING THE GUITAR

Sessions: 4 Monday 7.30pm – 10.00pm Fee: €55

Course No. 6042: GUITAR IMPROVERS

Sessions: 5 Tuesday 8.00pm – 10.00pm Fee: €55

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. 6044: LEARNING THE FIDDLE

Sessions: 5 Wednesday 8.00pm-10.00pm Fee: €55

Beginners: learn the basics, session tunes, polkas, slides, jigs & reels. Intermediate/Advanced: develop individual style & increase your repertoire of tunes, development of ornamentation.

Course No. 6047: SINGING

Sessions: 5 Tuesday 6.30pm-8.00pm Fee: €45

An opportunity to learn traditional songs in English and Irish. The classes will increase your repertoire of songs and allow you to develop a traditional, unaccompanied style of singing. Songs taught would be suitable for competitions in Fleadhs, Scor na Oige, Feiseanna and humorous/ballad songs heard in the local! The classes will introduce you to ornamentation, phrasing and the art of lilting (diddling and tune) and introduce you to regional styles of singing.

Course No. 6039: LEARNING THE BODHRÁN IMPROVERS

Sessions: 4 Monday 7.30pm – 10.00pm Fee: €55

Course No. 6045: TENOR BANJO / MANDOLIN

Sessions: 5 Thursday 7.30pm-9.30pm Fee: €55

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: 5 Tuesday 9.00pm – 10.00pm Fee: €40

An introduction to Keyboard—Piano Skills. Learn to play your favourite tunes. This course is suitable for beginners and experienced.

HOBBIES & LEISURE (Continued)

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

Course No. 6072: DRESSMAKING (BEGINNERS)

Sessions: 5 Wednesday 7.00pm-10.00pm Fee: €75

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: 4 Monday 7.30pm-10.00pm Fee: €55

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. 6019: CROCHET to DESIGNER WEAR

Sessions: 4 Monday 7.30pm-10.00pm Fee: €55

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. 6016: CURTAIN MAKING

Sessions: 4 Tuesday 7.30pm-10.00pm Fee: €55

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. 6021: PRACTICAL INTERIOR DESIGN

Sessions: 5 Tuesday 8.00pm-10.00pm Fee: €55

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. 6014: FLOWER ARRANGING

Sessions: 5 Tuesday 7.30pm-9.30pm Fee: €55

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

HOBBIES & LEISURE (Continued)

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

Course No. 6030: CREATIVE PHOTOGRAPHY & TECHNIQUES

Sessions: 5 Thursday 8.00pm-10.00pm Fee: €55

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

Sessions: 5 Wednesday 8.30pm-10.00pm Fee: €60

Introduction to use and workings of your digital camera. Learn about software applications.

Course No. 1017 DIGITAL PHOTOGRAPHY

Sessions: 5 Wednesday 7.00pm-8.30pm Fee: €60

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

Sessions: 5 Thursday 8.00pm-10.00pm Fee: €60

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

Course No. 6004: ENERGY EFFICIENCY (endless savings)

Sessions: 5 Thursday 7.30pm-9.30pm Fee: €55

How to get the most out of your existing systems: Lighting; Heating Systems; Water Heating; Building Insulation; The Energy Market; Energy Costs.

Course No. 6012: ASTRONOMY

Sessions: 5 Wednesday 8.00pm-10.00pm Fee: €55

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. 6001: MEDITATION / SELF AWARENESS

Sessions: 5 Tuesday 8.00pm-10.00pm Fee: €55

Self discovery, using various powerful meditation techniques.

HOBBIES & LEISURE (Continued)

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

Course No. 6058: OIL PAINTING

Sessions: 5 Tuesday 7.00pm – 9.00pm Fee: €55

A course for beginners and experienced in the techniques of oil painting.

Course No. 6060: WATERCOLOUR PAINTING

Sessions: 5 Thursday 7.00pm – 9.00pm Fee: €55

A course for beginners and experienced in the techniques of painting with watercolours.

Course No. 6057: HAND BUILT POTTERY & MODELLING

Sessions: 4 Monday 7.00pm-9.30pm Fee: €55

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. 6059: PAINTING WITH ACRYLICS

Sessions: 5 Thursday 7.30pm-9.30pm Fee: €55

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.

Course No. 6083: DRAWING

Sessions: 4 Monday 7.00pm – 9.30pm Fee: €55

Learn to draw a variety of subjects using pencil, charcoal and chalk pastels.

Course No. 6063 CREATIVE WRITING

Sessions: 5 Thursday 8.00pm-10.00pm Fee: €55

Develop your talents in poetic writing, short story or prose.

Course No. 6076: DRAWING THE PORTRAIT

Sessions: 5 Thursday 8.00pm -10.00pm Fee: €55

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).

PROFESSIONAL BODIES

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 Thursday 8.00pm – 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 20 per group. (4 weeks)

Course No. 7021: COMPONENT CERTIFICATE IN SPECIAL NEEDS ASSISTING FETAC LEVEL 5

(Continuation)

Duration: Spring 2009, Summer 2009

Sessions: 16 Tuesdays 7.00pm—10.00 pm

Course No. 7007:

CERTIFIED ACCOUNTING TECHNICIAN (C A T)

ACCA - (ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS)
(Continuation)

YEAR 1 - Introductory and Intermediate

Sessions: 25 Mon & Wed 7.30pm-10.00pm

Text books provided.

EXAM: June 2009

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)
(Continuation)

YEAR 2 - Advanced

Sessions: 25 Tues & Thurs 7.30pm-10.00pm

Text books provided.

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

PROFESSIONAL BODIES (Continued)

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

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

September 2008 - June 2009

Wednesday 7.30pm—9.30pm (over three terms)

**Course No 7025. : MAKE-UP (ITEC CERTIFIED)
(Continuation)**

January 2009 - June 2009

Wednesday 7.00pm—10.00pm (over two terms)

Course No. 7012: ANATOMY & PHYSIOLOGY PART 3

September 2008 - June 2009

Thursday 8.00pm-10.00pm Theory - over three terms.

Course No. 7014 HOLISTIC MASSAGE (Continuation)

Sept 2008 - June 2009

Tuesday & Some Thursdays in Term 2

7.00pm-10.00pm (over three terms)

Course No. 7002: NUI MAYNOOTH

CERTIFICATE IN COUNSELLING SKILLS

(Continuation)

Course Duration: 100 Hours Part-time over One Year

Thursday 7.00pm - 10.00pm & some Saturday mornings

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 No. 7003 NUI MAYNOOTH

CERTIFICATE IN PSYCHOLOGY

(Continuation)

Course Duration: 100 Hours Part-time over One Year

Tuesday 7.00pm - 10.00pm & some Saturday mornings

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.

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

Library in NUI Maynooth is available to students on Saturdays.

FURTHER ENQUIRIES TO

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

Padraig Nolan: Principal, Scoil Mhuire, Clane

Patrick O'Connor: Information Technology Adviser (Deputy Principal)

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

Kevin Deasy, Adult Education Co-Ordinator

Orla McArdle, Adult Education Co-ordinator

Sean Brilly, Information Technology

Administration Team: Breda Dowling, Bernadette Grogan
Paula McGrath, Kathleen Gately
Jacqueline Slattery, Colette Breslin
Olive Dempsey

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

Telephone: 045 - 868255

Fax: 045 - 868788

Email: claneadult@gmail.com

HOW TO FIND US

DAYTIME COURSES

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

DAY COURSES

The following courses are offered as
DAYTIME COURSES in Scoil Mhuire, Clane
in our new Adult Education Centre.

All Courses will run for **five weeks** unless otherwise stated.

MONDAY

- | | |
|---------------------------|-------------------------------|
| Course No. MON102: | PILATES |
| Sessions: 5 | 9.30am—10.30am |
| Fee: | €45 |
| Course No. MON103: | PILATES FOLLOW-ON |
| Sessions: 5 | 10.30am—11.30am |
| Fee: | €45 |
| Course No. MON104: | OIL PAINTING |
| Sessions: 5 | 9.30am—11.30am |
| Fee: | €55 |
| Course No. MON106: | OIL PAINTING IMPROVERS |
| Sessions: 5 | 11.30am—1.30pm |
| Fee: | €55 |
| Course No. MON107: | BABY MASSAGE |
| Sessions: 5 | 11.30am—12.30pm |
| Fee: | €45 |

TUESDAY

- | | |
|---------------------------|-----------------------------------|
| Course No. TUE201: | WATER COLOUR PAINTING |
| Sessions: 5 | 9.30am — 11.30am |
| Fee: | €55 |
| Course No. TUE202: | YOGA |
| Sessions: 5 | 9.30am — 11.00am |
| Fee: | €40 |
| Course No. TUE203: | SPANISH FOR IMPROVERS |
| Sessions: 5 | 11.30am — 1.30pm |
| Fee: | €55 |
| Course No. TUE204: | ITALIAN FOR BEGINNERS |
| Sessions: 5 | 11.30am — 1.30pm |
| Fee: | €55 |
| Course No. TUE207: | BELLY DANCING (for Ladies) |
| Sessions: 5 | 11.00am — 12.00am |
| Fee: | €45 |

Ref Page 4

DAYTIME COURSES

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

WEDNESDAY

- | | |
|---------------------------|--|
| Course No. WED303: | SPANISH FOR BEGINNERS |
| Sessions: 5 | 1.30pm—3.30pm |
| Fee: | €55 |
| Course No. WED304: | PAINTING WITH ACRYLICS |
| Sessions: 5 | 9.30am—11.30am |
| Fee: | €55 |
| Course No. WED305: | DIGITAL PHOTOGRAPHY |
| Sessions: 5 | 11.30am—1.30pm |
| Fee: | €60 |
| Course No. WED307: | LEARNING THE GUITAR
PRIMARY SCHOOL STUDENTS |
| Sessions: 5 | Wednesday 3.45pm—4.45pm |
| Fee: | €45 |

THURSDAY

ECDL : (European Computer Driving Licence)
ECDL Accredited Centre
FETAC LEVEL 5 EQUIVALENT COMPONENT
(Continuation)

- | | |
|---------------------------|--|
| Course No. THU405: | <u>ECDL</u> Automated Testing Centre |
| Sessions: 16 | Thursday 9.30am – 12.30pm |
| Fee: | €500 (€250 per term) Ref Page 1 |
| Course No. THU406: | INTRODUCTION TO NAILS |
| Sessions: 5 | 9.30am-11.30am |
| Fee: | €55 |
| Course No. THU402: | CREATIVE PHOTOGRAPHY & TECHNIQUES |
| Sessions: 5 | 1130am—1.30pm |
| Fee: | €55 |
| Course No. FRI501: | COMPUTERS FOR BEGINNERS |
| Sessions: 5 | 9.30am—11.30am |
| Fee: | €60 |
| Course No. FRI502: | COMPUTERS FOR IMPROVERS |
| Sessions: 5 | 11.45am—1.45pm |
| Fee: | €60 |
| Course No. FRI503: | DRAWING |
| Sessions: 5 | 9.30am—11.30am |
| Fee: | €60 |
| Course No. FRI943: | BEAUTY THERAPY |
| Sessions: 5 | 11.30am—1.30pm |
| Fee: | €60 |

FRIDAY