

PLEASE TAKE YOUR FREE COPY

SCOIL
MHUIRE
COMMUNITY SCHOOL
CLANE

ADULT EDUCATION
EVENING & DAYTIME COURSES
SPRING TERM 2019

Classes Start Monday 28th January

EMAIL : [INFO@CLANESM.COM](mailto:info@clanesm.com)

WEB : WWW.CLANESM.COM

PHONE : 045 868255

Department Staff

Principal:

Padraig Nolan

QQI Verifier, Deputy Principal:

Padraig Brennan

Deputy Principal:

Geraldine Brennan

JP Cahillane

Director of Adult Education:

Seamus Scully

Assistant Directors of Adult Education:

Edmond Behan

Cormac O'Donovan

Padraig Carbury

Adult Education Co-Ordinators:

Orla Mc Ardle

Louise Black

Information Technology:

Andrew Herring

Gerry McGowan

School Office Administration Team:

Breda Dowling,

Bernadette Grogan,

Ann O Gorman.

Administration and Support Team:

Jacqueline Slattery,

Colette Breslin,

Bernie Holligan.

Night Staff:

Eileen Cribbin,

Michael Walsh,

Joe Mc Donald,

Andy O'Connor.

ENROLMENT

All Courses will run for TEN WEEKS unless otherwise noted.

COURSES BEGIN:

Monday 28th January

Tuesday 29th January

Wednesday 30th January

Thursday 31st January

Friday 1st February

HOW TO ENROL:

Enrol using VISA, MASTERCARD or LASER. (LASER cards do not incur a transaction fee. A fee is applied to CREDIT card users).

POSTAL ENROLMENT:

Save queuing and enrol by post. Payment accepted by cheque, postal order or bank draft. Complete Postal Enrolment Form (see inside back page) and return it with full fee payment to:

Scoil Mhuire Adult Education, Clane, Naas, Co. Kildare.

ONLINE ENROLMENT:

To enrol anytime visit www.clanesm.com

TELEPHONE ENROLMENT:

Phone 045 868255.

Lines open daily from 9.30am to 4.30pm from

Monday 7th January 2019

ENROL IN PERSON:

In Scoil Mhuire on

Thursday 17th January 7.30pm to 9.30pm

Weekday Mornings 9.30 am to 1.00pm from

Monday 7th January 2019

FOR FURTHER INFORMATION

Telephone: 045 868255

Email: info@clanesm.com

Website: www.clanesm.com

Facebook: www.facebook.com/clanesm

Address: Scoil Mhuire Adult Education,

Clane, Naas, Co. Kildare.

PAYMENT OF FEES

Fees must be paid in full on Enrolment or by Payment Plan Options.

Payment Plan Options: Choose a Payment Plan Option to suit you

1. Full Payment.
2. Payment by monthly instalments. (Not available for Summer Term).

Fees: Are non-refundable except where a course is not held due to poor enrolment.

All cheques should be crossed and made payable to:

Scoil Mhuire Adult Education Account.

Fee reductions may apply.

Class Materials: Where necessary a charge will be made for class materials.

Gift Vouchers: Can be purchased in the office during office hours.

TERMS & CONDITIONS

QQI Courses:

Scoil Mhuire Community School is registered with QQI to offer programmes leading to QQI awards in the National Framework of Qualifications & adheres to the Equal Status Act 2000.

QQI Requirement:

All QQI courses facilitate Self Directed Learning (SDL) Hours stated indicate minimum Tutor/Learner contact hours. All Learners English Oral and Communication skills should be appropriate to the QQI level which they wish to study.

Car Park:

Over 270 car parking spaces available on school grounds. Cars are parked at owner's own risk.

Car Park closes at 10.15pm.

No Smoking:

Smoking is prohibited by law in any part of the school building or school grounds.

Health & Safety:

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.

Courses:

Formation of courses will depend upon sufficient enrolments for the course.

The Director reserves the right to close a course and refund fees or to alter times & dates of a course if deemed necessary.

Course content may be subject to change. We will only contact you if your course is not formed.

Age Requirement:

Participants must be at least 16 years of age in order to enrol in Adult Education Courses.

New Courses:

If you feel you would be suitably qualified to give a particular course please contact us.

Light refreshments available



No.	Course	Time	Page
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MONDAY

0102	Pilates	9:30 a.m. 10:30 a.m.	28
0103	Make-Up Artist - Introduction	2:00 p.m. 4:00 p.m.	18
0114	Creative Writing	9:30 a.m. 11:30 a.m.	18
0117	Cognitive Behavioural Therapy	10:30 a.m. 1:00 p.m.	19

TUESDAY

0201	Special Needs Assisting (Continuation)	10:00 a.m. 1:00 p.m.	30
0202	Payroll: Manual & Computerised	2:00 p.m. 5:00 p.m.	12
0205	Special Needs Assisting	10:00 a.m. 1:00 p.m.	30
0211	Yoga	9:30 a.m. 11:00 a.m.	29
0223	Mindfulness	11:30 a.m. 1:30 p.m.	28

WEDNESDAY

0301	Somatic Movement Education	9:30 a.m. 11:00 a.m.	29
0303	Tai Chi	2:00 p.m. 3:30 p.m.	28
0305	Spanish - Beginners	9:30 a.m. 11:30 a.m.	14
0837	Care of the Older Person	10:00 a.m. 1:00 p.m.	31
0306	Spanish - Improvers	11:30 a.m. 1:30 p.m.	15
0307	Learning the Guitar Primary School Students	3:45 p.m. 4:45 p.m.	24
0323	Watercolour Painting	11:15 a.m. 1:15 p.m.	16

THURSDAY

0401	New ECDL : Base Modules	9:30 a.m. 12:30 p.m.	8
0402	Creative Photography & Techniques	11:30 a.m. 1:30 p.m.	17
0404	Oil Painting	11:30 a.m. 1:30 p.m.	16
0405	Writing for Wellbeing	10:30 a.m. 12:30 p.m.	27
0407	Medical Terminology	2:00 p.m. 4:30 p.m.	13
0408	Bookkeeping: Manual and Computerised	2:00 p.m. 5:00 p.m.	11

FRIDAY

0503	Dog Grooming	10:30 a.m. 11:30 a.m.	36
0504	MICROSOFT® Excel - Office Specialist	11:30 a.m. 1:30 p.m.	8
0508	Flower Arranging	9:30 a.m. 11:30 a.m.	34
0509	Canine Obedience Training	10:00 a.m. 11:00 a.m.	37
0550	Getting Started Computer Training	9:30 a.m. 11:30 a.m.	9

◆◆ Daytime classes marked thus throughout the brochure:

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Welcome to our New Spring 2019 Brochure!

We have been busy preparing our Spring Brochure - We hope we have something for everyone - Further your education, improve your skills, learn a new hobby!

We offer over 190 classes including many Certified - See pages 6 and 7.

We have also extended the range of Daytime courses - See listing opposite.

Scoil Mhuire is a Community School - Your Community School!

CERTIFIED COURSES

No.	Course	Award	Page
7007	Certified Accounting Technician (C A T) ACCA Year I (Cont)	Certificate	10
7011	EHA1 Refresher Course in Food Safety.	Certificate	29
7017	Make-Up (ITEC Certified)	Level 2 Certificate	18
7016	Make-Up (ITEC Certified) (Continuation)	Level 2 Certificate	18
1013	MICROSOFT® Excel - Office Specialist	Certificate	8
0504	MICROSOFT® Excel - Office Specialist	Certificate	8
1031	New ECDL : Base Modules	Essentials Certificate	8
0401	New ECDL : Base Modules	Essentials Certificate	8
7003	NUI Maynooth Certificate in Psychology (Continuation)	Certificate	19
5023	Practical First Aid	Certificate	29

With ECDL Profile, you choose the module combinations best suited to you. After passing the tests, those modules then represent your ECDL Profile, which are listed on your ECDL Profile certificate.

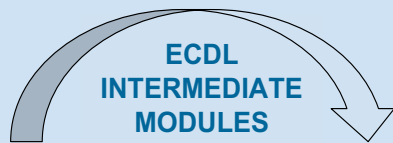
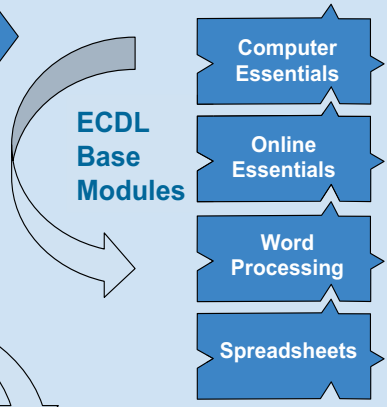
With ECDL Profile, you can become certified in the skills you need for your own educational and professional journey. ECDL Profile is flexible, so candidates or companies can build the Profile that suits their needs or interests.

We recommend three ECDL Profiles - Base, Standard, and Advanced - each represents a different level of digital proficiency, and proof of the skill level that you have.

An ECDL Profile is for life. You can build on it over time as you update your skills, as technology evolves or when new modules are developed.

New ECDL enables you to develop and certify your computer skills in the subject areas of your choosing and to the level that you need - either for work, or for day-to-day life. Through the module combination that you choose, you create your individual ECDL Profile.

Develop Your ECDL Profile At Scoil Mhuire Clane



SEE PAGE 8



No.	Course	Code	Page
8091	Accounting Manual And Computerised	5N1348	10
8044	Bookkeeping: Manual and Computerised	5N1354	11
0408	Bookkeeping: Manual and Computerised	5N1354	11
8010	Bookkeeping: Manual and Computerised (Continuation)	5N1354	10
8041	Boomsprayer Pesticide Application	5N1797	25
8074	Business Administration Skills	5N1610	13
8095	Care of the Older Person	5N2706	31
0837	Care of the Older Person	5N2706	31
8102	Child Development	5N1764	33
8042	Child Psychology (4- 18 Years)	6N2023	31
8100	Communications	5N0690	32
8001	Digital Marketing	5N1364	11
8017	Digital Photography	5N1270	17
8103	Early Care and Education Practice	5N1770	33
8032	Early Childhood Care And Education - Major Award	5M2009	33
8043	Hand Held Pesticide Application (Knapsack)	5N0731	25
8081	Healthcare Support - Major Award	5M4339	32
8012	Infection Prevention and Control	5N3734	31
8076	Information and Administration	5N1389	13
8075	Medical Terminology	5N2428	13
0407	Medical Terminology	5N2428	13
8045	Payroll: Manual & Computerised	5N1546	12
0202	Payroll: Manual & Computerised	5N1546	12
8011	Payroll: Manual & Computerised (Continuation)	5N1546	12
8019	Special Needs Assisting	5N1786	30
0205	Special Needs Assisting	5N1786	30
8018	Special Needs Assisting (Continuation)	5N1786	30
0201	Special Needs Assisting (Continuation)	5N1786	30
8107	Special Needs Assisting (Level 6)	6N1957	30
8106	Special Needs Assisting (Level 6) (Continuation)	6N1957	31
8038	Training Delivery And Evaluation (Train the Trainer)	6N3326	26
8092	Work Experience	5N1356	32

Please also visit www.qqi.ie for further details of all QQI Modules including all Major awards.



MANY THANKS to **Maynooth Lodge Nursing Home** who are facilitating skills demonstrations for our learners as part of our QQI Certified Course **Infection Prevention and Control**.

Maynooth Lodge Nursing Home is a home away from home.

“Our aim is to provide a warm and friendly atmosphere, with a caring staff and high quality of nursing care given to all it’s residents.”

There are several courtyard areas, with bowling green, paved chess area and seating areas to enhance the experience of outdoor life in Maynooth Lodge Nursing Home.

Website: www.maynoothlodge.ie

INFORMATION TECHNOLOGY

NEW ECDL : BASE MODULES



Course No. 1031 Sessions: 10 Thursday 7:00 PM - 10:00 PM Fee: €325

Essentials Certificate - Certified by ECDL

(Payment Plan Option)

ECDL Base Profile is a certification of an individual's digital literacy. It consists of four separate modules that cover key ICT skills and knowledge areas. The four Base modules are:

- 1. Computer Essentials** - skills and concepts relating to the use of devices, file creation and management, networks and data security.
- 2. Online Essentials** - skills and concepts relating to web browsing, effective information search, online communication and e-mail.
- 3. Word Processing** - skills to accomplish everyday tasks associated with creating, formatting and finishing word processing documents, such as letters, CVs, and other documents.
- 4. Spreadsheets** - skills to perform tasks associated with developing, formatting, modifying and using a spreadsheet, to use standard formulas and functions, and to competently create and format graphs or charts.

Some computer experience is essential and beginners should consider completing **Course No. 1009 'Computers For Improvers: Pre - ECDL'** prior to attempting this course.

Important: Learners should allow for time between classes to access available online elearning resources. Microsoft Office 2013 used. (brn: 101)

NEW ECDL : BASE MODULES



Course No. 0401 Sessions: 10 Thursday 9:30 AM - 12:30 PM Fee: €325

Essentials Certificate - Certified by ECDL

(Payment Plan Option)

Description as Evening Course No. 1031 Above (brn: 102)

MICROSOFT® EXCEL - OFFICE SPECIALIST



Course No. 1013 Sessions: 10 Monday 8:00 PM - 10:00 PM Fee: €120

Certificate - Certified by Microsoft*

Optional Additional Costs - eLearning Pack including Exam Voucher €80.

Gain a solid foundation in Excel 2013/2016. This course is suitable for improvers (Optional Certificate). Complete practical projects in a relaxed workshop environment. Learn the terminology, create and manage worksheets and workbooks, create cells and ranges, create tables, apply formulas and functions, create charts and objects. Create professional quality spreadsheets.

***Optional:** Undertake Microsoft Office Specialist Excel 2013 Exam and become a Microsoft IT Academy Office Specialist. Immediate results using the most modern testing methods. Test yourself in advance using automated practice exams - Excel 2013 used. Put Microsoft on your CV! Optional eLearning pack and testing cost extra as above.

(External Test Center Fee will be approx. €25 - Not payable to Scoil Mhuire) (brn: 103)

MICROSOFT® EXCEL - OFFICE SPECIALIST



NEW

Course No. 0504 Sessions: 10 Friday 11:30 AM - 1:30 PM Fee: €120

Certificate - Certified by Microsoft*

Optional Additional Costs - eLearning Pack including Exam Voucher €80.

Course Description as Evening Course No. 1013 Above. (brn: 104)

COMPUTERS BEGINNERS

Course No. 1005 Sessions: 10 Tuesday 7:00 PM - 8:30 PM Fee: €100

This course will help you learn the basics and enable you gain confidence to use the Internet, send emails, create documents. and share photos online, find and enjoy content online. This course will introduce you to lots of interesting Internet sites and services. Learn the basics in a relaxed workshop class environment. (brn: 105)

NEW ECDL

"The flexibility of this course was great as it allowed me to work at my own pace and I was delighted to complete 10 ECDL modules over the course of the 10 weeks. If you can commit the time to it between classes, it makes all the difference"

COMPUTERS IMPROVERS

Course No. 1008 Sessions: 10 Tuesday 8:30 PM - 10:00 PM Fee:€100

Suitable for those who have some basic computer skills or for those who have completed the Computers (Beginners) course. Topics may include: Windows management, Email, Creating and sharing documents using MS Office 2013 and Google Drive, Sharing photos online, Google services including YouTube, Safety online. This course will help you to use your computer more efficiently and will introduce you to lots of interesting online sites and services. Tips, tricks, and links shared in a relaxed workshop class environment. (brn: 106)

COMPUTERS FOR IMPROVERS: PRE - ECDL

Course No. 1009 Sessions: 10 Tuesday 8:30 PM - 10:00 PM Fee:€100

This Pre - ECDL course is designed to help learners develop the confidence and skills required to proceed and undertake the 'New ECDL : Starter Base Modules'. Suitable for those who have some basic computer skills or for those who have completed the Computers (Beginners) course. Topics may include: Windows management, Email, Creating and sharing documents using MS Office 2013 and Google Drive, Sharing photos online, Google services including YouTube, Safety online. This course will help you to use your computer more efficiently and will introduce you to lots of interesting online sites and services. Tips, tricks, and links shared in a relaxed workshop class environment. (brn: 107)

GETTING STARTED COMPUTER TRAINING



Course No. 0550 Sessions: 5 Friday 9:30 AM - 11:30 AM Fee:€0

Age Action's Getting Started Computer Training programme delivers one-to-one training on computers, tablets and smartphones to people over the age of 55. As part of the fight against digital exclusion Age Action has trained over 27,000 people with the assistance of thousands of volunteer tutors. (brn: 108)

WEB DESIGN USING WORDPRESS

Course No. 1029 Sessions: 10 Thursday 7:30 PM - 10:00 PM Fee:€140

WordPress is the most popular website publishing platform on the net. This course will show how to design and develop a website through WordPress. This course is ideal for people looking to learn more about Web design, promoting and marketing their website. Topics include: Domain, Web hosting, General WordPress, Designing your website creatively, Choosing effective themes, Ecommerce options, Payment gateways, Search engine optimisation , Branding , Marketing and advertising your website. (brn: 109)

AUTOCAD

Course No. 1010 Sessions: 10 Wednesday 7:30 PM - 9:30 PM Fee:€190

(Payment Plan Option)

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). (brn: 110)

AUTODESK REVIT

Course No. 1028 Sessions: 10 Monday 7:30 PM - 9:30 PM Fee:€190

(Payment Plan Option)

This course is designed for new users and incorporates the features, commands, and techniques for creating, editing, and printing drawings with Autodesk Revit. Learners are introduced to the concepts of Building Information Modeling (BIM) and the tools for parametric design, analysis, and documentation. Revit is increasingly becoming a necessary requirement for job applicants in the building design sector at home or abroad. Competent computer skills required. Previous CAD experience an advantage but not essential. (brn: 111)

INFORMATION TECHNOLOGY

COMPUTER PROGRAMMING - INTRODUCTION

Course No. 1026 Sessions: 10 Thursday 8:00 PM - 10:00 PM Fee: €110

This course is aimed at people who have little or no experience in computer programming. We will be using the Java programming language. We will learn how to read and write code and use computers to solve simple problems. We will learn how to install and use any required software such as the Java Development Kit. We will start to think like software developers. We will deal with all the major areas of the Java Programming language in a simple and structured fashion to allow us to build our knowledge from the ground up. This course should help people to discover if they are interested in or suited to a career in Information Technology. (brn: 112)

FIRST STEPS IN WEB DESIGN

NEW

Course No. 1027 Sessions: 10 Wednesday 7:30 PM - 9:30 PM Fee: €110

This course will provide the absolute beginner with a solid introduction to web development. Learn HTML, CSS and Javascript. These are the three programming languages web developers use to create the pages that you interact with in your browser. (brn: 113)

GETTING STARTED WITH IPAD AND TABLET COMPUTERS

Course No. 1036 Sessions: 10 Monday 7:30 PM - 9:30 PM Fee: €120

Get the most from your iPad or Tablet Computer! Use your Tablet for discovery, creativity and productivity. This course is perfect if you are a beginner and you wish to use your tablet computer for education, business or just everyday use. This course will show you how to use innovative apps, inspiring you to new and better ways of using your Tablet for work or entertainment. Topics include: physical features, multi tasking, iTunes / Play Store, syncing files, working with apps, email, editing files, using the camera, video calls, reading books, watching tv and video, sharing photos and media. Learners are required to bring their own iPad or Tablet computer. (brn: 114)

BUSINESS - LEGAL - ACCOUNTING

ACCOUNTING MANUAL AND COMPUTERISED



Course No. 8091 Sessions: 15 Thursday 7:00 PM - 10:00 PM Fee: €400

Level 5 Component Code 5NI348 - Certified by QQI (Payment Plan Option)

Complete course will be offered over two terms Spring and Summer 2019, (completed by end of May). The purpose of this award is to equip the learner with the knowledge, skill and competence to prepare financial statements for a range of organisations both manually and using integrated accounting software. Basic knowledge of bookkeeping required.

This may lead to a major award [Business Administration Code 5M2468](#). (brn: 151)

CERTIFIED ACCOUNTING TECHNICIAN (C A T) ACCA YEAR I (CONTINUATION)



Course No. 7007 Sessions: 25 Monday & Tuesday 7:30 PM - 10:00 PM Fee: €1100

Certificate - Certified by ACCA **No Enrolment This Term** (Payment Plan Option)

TERM 1

- Recording Financial Transactions (FA1)
- Management Information (MA1)
- Award - Introductory Certificate in Financial and Management Accounting

TERM 2 & TERM 3

- Maintaining Financial Records (FA2)
- Managing Costs and Finance (MA2).
- Award Intermediate Certificate in Financial and Management Accounting (brn: 152)

BOOKKEEPING: MANUAL AND COMPUTERISED (CONTINUATION)



Course No. 8010 Sessions: 20 Monday 7:30 PM - 10:00 PM Fee: €400

Level 5 Component Code 5NI354 - Certified by QQI (Payment Plan Option)

Course offered over two terms Autumn 2018 and Spring 2019. No enrolment this term. (brn: 153)

BOOKKEEPING: MANUAL AND COMPUTERISED



Course No. 8044 Sessions: 20 Tuesday 7:30 PM - 10:00 PM

Fee: €400

Level 5 Component Code 5NI354 - Certified by QQI

(Payment Plan Option)

Complete course will be offered over two terms Spring and Summer 2019, (completed by end of May 2019). This is a course in both Manual and Computerised Bookkeeping.

QQI Level 5 Component Certificate will be available upon completion of both Term 1 Spring 2019 (Tuesdays) (Manual Bookkeeping) and Term 2 Summer 2019 (Tuesday and Thursday) (Computerised Bookkeeping) using Sage 50. The course will appeal to those considering self employment or working (or intending to work) as a BookKeeper. (Memory stick required).

This may lead to a major award in Business Administration Code 5M2468. (brn: 154)

BOOKKEEPING: MANUAL AND COMPUTERISED



NEW

Course No. 0408 Sessions: 15 Thursday 2:00 PM - 5:00 PM

Fee: €360

Level 5 Component Code 5NI354 - Certified by QQI

(Payment Plan Option)

Complete course will be offered over two terms Spring and Summer 2019, (completed by end of May 2019). This is a course in both Manual and Computerised Bookkeeping.

QQI Level 5 Component Certificate will be available upon completion of both Term 1 Spring 2019 (Manual Bookkeeping) and Term 2 Summer 2019 (Computerised Bookkeeping) using Sage 50.

The course will appeal to those considering self employment or working (or intending to work) as a BookKeeper. (Memory stick required).

This may lead to a major award in Business Administration Code 5M2468. (brn: 155)

START AND GROW YOUR OWN BUSINESS

Course No. 3031 Sessions: 5 Tuesday 7:30 PM - 10:00 PM

Fee: €75

The course covers the following topics -

Start ups, Banking, Stocking & Business Loans, Contracts.

Day to day Running of your business.

Cash flow projections, Sales Targets & Sales pipe lines.

Grow your client base, month by month.

Sales & Marketing on a tight Budget.

Grants, Law, Web Sales, Contracts of Employment,

Company registration & Tax/Vat Returns. (brn: 155)

DIGITAL MARKETING



Course No. 8001 Sessions: 10 Monday 7:00 PM - 10:00 PM

Fee: €290

Level 5 Code NI364 - Certified by QQI

(Payment Plan Option)

This course will introduce students to the core principles required to develop and implement digital marketing strategies and activities. It is ideal for business owners looking to promote their business online, people working with websites who wish to acquire up to date skills, anyone working in a marketing role who wish to acquire online marketing skills or people who wish to gain a professional, accredited qualification in digital marketing.

The course covers the following topics -

Introduction to Digital Marketing, Search Engine Marketing, Pay Per click & Display advertising, Email Marketing, ecommerce, user experience and web design, Mobile Marketing, Google Analytics, Social Media Marketing, Digital strategy and planning.

This is a valuable opportunity to see how industry leaders plan and implement digital strategy.

Upon completion you will have a clear understanding of the various channels and activities required to plan, implement and manage a comprehensive digital marketing campaign.

This module is a component of "eBusiness" 5M0828 and "Marketing" 5M2069 (brn: 156)

BUSINESS - LEGAL - ACCOUNTING

ONLINE & DIGITAL MARKETING

Course No. 3036 Sessions: 10 Monday 7:30 PM - 10:00 PM Fee: €140

This course is ideal for people looking to build a career in digital marketing, business owners looking to promote their business online or for those looking to build on existing marketing skills.

This course will cover the following subjects -

Introduction to digital marketing, Search engine optimisation, pay per click advertising, email marketing, Digital display advertising, mobile marketing, web analytics, Google Adwords and Social media.

This course will also show you how to create a digital marketing campaign and how to maximise response from a tight budget. At the end of this course you will have a clear understanding of the various channels and activities required to plan, implement and manage a comprehensive digital marketing campaign. (brn: 157)

ONLINE BUSINESS DEVELOPMENT & MARKETING

NEW

Course No. 3035 Sessions: 10 Wednesday 7:30 PM - 10:00 PM Fee: €140

This course is ideal for those looking to expand their knowledge in Marketing, Social Media, Web Design, Goal setting, Performance Analysis, eCommerce and Payment Gateways.

The course will cover topics such as:

Creative Website Design using Wordpress, Hosting, Ecommerce and Payment Gateway Options, Search Engine Optimisation, Strategies and Instruments of Marketing, Growth Objectives and Performance Analysis, Social Media Channels and Advertising Platforms, Advertising through Facebook, Content management. (brn: 158)

PAYROLL: MANUAL & COMPUTERISED (CONTINUATION)



Course No. 8011 Sessions: 20 Thursday 7:30 PM - 10:00 PM Fee: €400

Level 5 Component Code 5NI546 - Certified by QQI (Payment Plan Option)

Course offered over two terms Autumn 2018 and Spring 2019. No enrolment this term. (brn: 159)

PAYROLL: MANUAL & COMPUTERISED



Course No. 8045 Sessions: 20 Wednesday 7:30 PM - 10:00 PM Fee: €400

Level 5 Component Code 5NI546 - Certified by QQI (Payment Plan Option)

Certificate will be available upon completion of both Term 1 Spring (Wednesday) and Term 2 Summer (Monday and Wednesday) 2019, (completed by end of May).

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 Micropay used.

QQI Level 5 Component Certificate may be obtained on completion of second term. (Memory stick required).

This may lead to a major award in Business Administration Code 5M2468. (brn: 160)

PAYROLL: MANUAL & COMPUTERISED



NEW

Course No. 0202 Sessions: 15 Tuesday 2:00 PM - 5:00 PM Fee: €360

Level 5 Component Code 5NI546 - Certified by QQI (Payment Plan Option)

Certificate will be available upon completion of both Term 1 Spring and Term 2 Summer 2019, (completed by end of May).

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 Micropay used.

QQI Level 5 Component Certificate may be obtained on completion of second term. (Memory stick required).

This may lead to a major award in Business Administration Code 5M2468. (brn: 161)

MEDICAL TERMINOLOGY

Course No. 8075 Sessions: 10 Thursday 7:30 PM - 10:00 PM

Fee:€290

Level 5 Component Code 5N2428 - Certified by QQI

(Payment Plan Option)

This course covers the medical terminology applicable to a medical receptionist or secretarial role in a medical practice, clinic and or hospital context. Medical secretaries work in a variety of areas in the medical field, such as general practice, dental practice and hospitals. Opportunities exist abroad for those with language skills. Many successful learners progress to third level institutions through the Higher Education Links Scheme (HELS).

5N2428 is a component of the Major award 5M1997 Office Administration. (brn: 162)

MEDICAL TERMINOLOGY



NEW

Course No. 0407 Sessions: 10 Thursday 2:00 PM - 4:30 PM

Fee:€290

Level 5 Component Code 5N2428 - Certified by QQI

(Payment Plan Option)

Course Description as Evening Course No. 8075 Above. (brn: 163)

BUSINESS ADMINISTRATION SKILLS

Course No. 8074 Sessions: 10 Tuesday 7:00 PM - 10:00 PM

Fee:€290

Level 5 Component Code 5N1610 - Certified by QQI

(Payment Plan Option)

- Explore the different types of departments and examine the main functions of management and the role and impact of Human Resource management in an organization.
- Examine a range of recruitment options and current employment rights legislation.
- Learn about the need for Quality Assurance systems and the various techniques used to ensure quality in different types of organisations.
- Learn about financial controls.
- Explore Insurance requirements also learn how to implement and adhere to an organisations systems and procedures.
- Learn how to process a range of business documentation and use a range of hardware and software to provide administrative support.

This module is an elective component in the Major Award “Office Administration Skills” and a mandatory component in “Business Administration Skills”.

Progression route:

Employment within the Business, Finance, Administration and Marketing sectors.

Progression to 3rd level courses through the Higher Education Links Scheme (HELS) (brn: 164)

INFORMATION AND ADMINISTRATION

Course No. 8076 Sessions: 10 Thursday 7:00 PM - 10:00 PM

Fee:€290

Level 5 Component 5N1389 - Certified by QQI

(Payment Plan Option)

The purpose of this award is to equip the learner with the knowledge, skill and competence required to understand how information is processed within organisations and the various systems and methods in use and to enable the learner to operate effectively, under supervision in a range of organisations.

- Organisational charts, Effective diary management system,
- Roles and functions in the planning and conduct of a range of business meetings,
- Manual or computerised database filing system, Use of office equipment and resources,
- Document collation and proofing and payment validation,
- Organise inward and outward postage,
- Diary management to include meeting notices and minutes and the preparation of business trip itineraries,
- Prevent unauthorised access to files and records.

This may lead to a major award in Business Administration Code 5M2468. (brn: 165)

LEAVING CERTIFICATE SUBJECTS

IRISH (HONOURS) (CONTINUATION)

Course No. 2004 Sessions: 10 Tuesday 8:00 PM - 10:00 PM Fee:€135

Course offered over two terms Autumn 2018 and Spring 2019. Course taught by experienced examiner. New learners welcome for 2nd half of course (10 Week Duration) (brn: 201)

ORAL IRISH (CONTINUATION)

Course No. 2010 Sessions: 15 Monday 8:00 PM - 10:00 PM Fee:€200

Course offered over two terms Autumn 2018 and Spring 2019. No enrolment this term. (brn: 202)

BIOLOGY (HONOURS)

Course No. 2005 Sessions: 10 Thursday 7:30 PM - 9:30 PM Fee:€120

Exam focused revision for 6th year students. (brn: 203)

MATHS (HONOURS) (CONTINUATION)

Course No. 2001 Sessions: 10 Monday 6:30 PM - 8:30 PM Fee:€135

Course offered over two terms Autumn 2018 and Spring 2019. New learners welcome for 2nd half of course (10 Week Duration). (brn: 204)

MATHS (HONOURS) FOR 5TH YEARS (CONTINUATION)

Course No. 2032 Sessions: 10 Monday 8:30 PM - 10:00 PM Fee:€120

Course offered over two terms Autumn 2018 and Spring 2019. New learners welcome for 2nd half of course (10 Week Duration). (brn: 205)

MATHS (HONS) FOR TRANSITION YEAR STUDENTS

Course No. 2026 Sessions: 10 Monday 8:30 PM - 10:00 PM Fee:€120

Suitable for students currently in Transition Year. Great foundation for Leaving Cert honours maths. (brn: 206)

MATHS (ORDINARY LEVEL) (CONTINUATION)

Course No. 2002 Sessions: 10 Monday 6:30 PM - 8:00 PM Fee:€100

Course offered over two terms Autumn 2018 and Spring 2019. New learners welcome for 2nd half of course (10 Week Duration). (brn: 207)

AGRICULTURAL SCIENCE (HONOURS)(CONTINUATION)

Course No. 2020 Sessions: 20 Wednesday 7:00 PM - 9:00 PM Fee:€270

Course offered over two terms Autumn 2018 and Spring 2019. No enrolment this term. (brn: 208)

LEARNING SKILLS (EVENING)

Course No. 2007 Sessions: Monday, Tuesday, Wednesday, Thursday 4:00 PM - 6:00 PM (brn:209)

LANGUAGES

SPANISH - BEGINNERS

Course No. 4001 Sessions: 10 Monday 7:00 PM - 8:30 PM Fee:€90

An introduction to Spanish language, covering everyday situations, with emphasis on pronunciation and oral practice. Just the course to get you started. (brn: 351)

SPANISH - BEGINNERS



Course No. 0305 Sessions: 10 Wednesday 9:30 AM - 11:30 AM Fee:€110

Course description as evening course no. 4001 above. (brn: 352)

SPANISH - IMPROVERS

Course No. 4002 Sessions: 10 Monday 8:30 PM - 10:00 PM Fee: €90
 For those who have taken a Basic Course in Spanish. (brn: 353)

SPANISH - IMPROVERS



Course No. 0306 Sessions: 10 Wednesday 11:30 AM - 1:30 PM Fee: €110
 For those who have taken a Basic Course in Spanish. (brn: 354)

CONVERSATIONAL FRENCH

Course No. 4008 Sessions: 10 Tuesday 8:00 PM - 10:00 PM Fee: €110
 This course is suitable for those interested in improving their spoken French, especially when going on holiday. (brn: 355)

FRENCH BEGINNERS

Course No. 4009 Sessions: 10 Monday 6:00 PM - 8:00 PM Fee: €110
 This course is suitable for beginners. Prepare for your holiday in France, move on to Conversational French next term. (brn: 356)

CONVERSATIONAL IRISH

Course No. 4003 Sessions: 10 Tuesday 8:00 PM - 10:00 PM Fee: €100
 Expand on your 'Cúpla Focal' in a relaxed and friendly environment. (brn: 357)

ITALIAN BEGINNERS

Course No. 4010 Sessions: 10 Tuesday 8:00 PM - 10:00 PM Fee: €110
 Enjoy learning Italian, discovering something new about Italy and her people. (brn: 358)

ITALIAN IMPROVERS

Course No. 4011 Sessions: 10 Thursday 7:30 PM - 9:30 PM Fee: €110
 (brn: 359)

GERMAN BEGINNERS

Course No. 4012 Sessions: 10 Tuesday 6:00 PM - 8:00 PM Fee: €110
 Learn a new language and dip into the customs of German speaking countries. (brn: 360)

GERMAN IMPROVERS

Course No. 4017 Sessions: 10 Tuesday 8:00 PM - 10:00 PM Fee: €110
 For those who may have taken the German Beginners class or those who already have a basic knowledge of the language. (brn: 361)

SIGN LANGUAGE - BEGINNERS

NEW

Course No. 4018 Sessions: 10 Tuesday 7:30 PM - 9:30 PM Fee: €100
 The course is designed to enable learners to learn in basic Irish sign language (ISL) to communicate with deaf people about familiar, day to day topics and activities, deaf community and deaf culture. By the end of the course learners will be able to communicate with deaf people using sign language, understand basic questions/answers using ISL conversation, and sign a short story. (brn: 362)

INTRODUCTION TO FASHION DESIGN

NEW

Course No. 6053 Sessions: 10 Thursday 7:30 PM - 9:30 PM Fee: €120

The course is an introduction to what a fashion designer does, the goal of which is to teach the novice how to draft a pattern, from their own design sketch produced on the course, which will enable them to have a final garment professionally produced.

Complete weekly tasks:

from early design stage, the sketch;

Then learn how to transform the finalised sketch into a technical flat;

Finally learn how to transform these flats into a final drafted pattern which can be professionally produced.

Use both the pattern and the produced garment, as portfolio pieces which can be assessed by any potential employer in the industry. (brn: 401)

OIL PAINTING

Course No. 6058 Sessions: 10 Tuesday 7:00 PM - 9:00 PM Fee: €110

(Cost of materials extra)

Learn oil painting in a relaxed and supportive environment. The focus of this class is on developing individual abilities in painting style and expression by providing advice and demonstrations of techniques. Class tutor is experienced and is a practising artist. All are welcome. (brn: 402)

OIL PAINTING



Course No. 0404 Sessions: 10 Thursday 11:30 AM - 1:30 PM Fee: €110

Description as Evening Course No. 6058 Above (brn: 403)

DRAWING THE PORTRAIT

Course No. 6076 Sessions: 10 Monday 7:30 PM - 9:30 PM Fee: €110

Cost Materials €20 approx.

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 techniques. You will need to purchase your own drawing supplies (brn: 404)

PAINTING WITH ACRYLICS

Course No. 6059 Sessions: 10 Thursday 7:30 PM - 9:30 PM Fee: €110

(Cost of materials extra)

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). (brn: 405)

WATERCOLOUR PAINTING

Course No. 6060 Sessions: 10 Wednesday 7:00 PM - 9:00 PM Fee: €110

(Cost of materials extra.)

A course for beginners and the experienced in the techniques of painting with watercolours. (brn: 406)

WATERCOLOUR PAINTING



Course No. 0323 Sessions: 10 Wednesday 11:15 AM - 1:15 PM Fee: €110

Description as Evening Course No. 6060 Above. (brn: 407)

DRAWING TECHNIQUES

Course No. 6061 Sessions: 10 Thursday 7:00 PM - 9:00 PM Fee: €110

(Cost of materials extra.)

Learn to draw a variety of subjects using pencil, charcoal and chalk pastels. (brn: 408)

PHOTOSHOP FOR PHOTOGRAPHERS

Course No. 6174 Sessions: 10 Thursday 8:00 PM - 10:00 PM

Fee:€150

(Payment Plan Option)

Develop a simple post production workflow. Manage and store your photo files and optimise the quality of your images before exporting for print or the web. Learn how to edit, repair and make colour adjustments, working with layers and masks.

Whether you're new to Photoshop or an improver this course will have something to offer. The basics as well as more advanced topics such as how to create Panoramic Images is covered.

Participants should bring their own laptop with Photoshop, or Adobe Elements Photoshop installed.

(brn: 409)

PHOTOGRAPHY WORKSHOP

Course No. 1022 Sessions: 10 Monday 8:00 PM - 10:00 PM

Fee:€150

(Payment Plan Option)

Start taking pictures you want to keep! Hungry for more information on photography with a burning desire to improve and move on? In this photography workshop learn new techniques, develop your creative vision, and be inspired to take your photography skills to the next level. Work on projects and submit your photography for weekly feedback. Portraiture, documentary, landscape & still life.

Your camera must have manual capability. Studio flashes, lighting and backdrops will be provided.

(brn: 410)

CREATIVE PHOTOGRAPHY & TECHNIQUES

Course No. 6030 Sessions: 10 Tuesday 8:00 PM - 10:00 PM

Fee:€110

In this practical, hands-on course you will be introduced to your camera's manual controls and the basic camera functions. Get to grips with exposure using aperture & shutter speed to get perfect photos every time. Subjects include, creative depth of field and motion. Composition and lighting for portraits & still-life. This course is suitable for beginners and improvers. (brn: 411)

CREATIVE PHOTOGRAPHY & TECHNIQUES



Course No. 0402 Sessions: 10 Thursday 11:30 AM - 1:30 PM

Fee:€110

Description as Evening Course No. 6030 Above.

(brn: 412)

DIGITAL PHOTOGRAPHY



Course No. 8017 Sessions: 10 Wednesday 7:00 PM - 10:00 PM

Fee:€350

Level 5 Component - Code 5NI270 - Certified by QQI

(Payment Plan Option)

The purpose of this award is to equip the learner with the knowledge, skill and competence in the theory and practice of digital photographic production to produce digital photographic images.

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.

It would be advisable that participants have a good understanding of computers.

This may lead to a major award in [Multimedia Production 5M2146](#).

(brn: 413)

SCRIPTWRITING

NEW

Course No. 6062 Sessions: 10 Thursday 7:30 PM - 9:30 PM

Fee:€110

Do you have an idea for a film or television series? This course will cover the various stages of script development and writing from outlining to pitching your finished script. You will acquire the skills and tools necessary to transform your idea into a fully realised screenplay which follows appropriate industry formatting and style.

This course will cover the various stages of script development and writing from outlining to pitching your finished script. You will acquire the skills and tools necessary to transform your idea into a fully realised screenplay which follows appropriate industry formatting and style. (brn: 414)

ARTS - PHOTOGRAPHY

CREATIVE WRITING

Course No. 6063 Sessions: 10 Tuesday 8:00 PM - 10:00 PM Fee: €110

Release your inner creative talent! We will look at various forms of writing including articles, essays, stories, 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. (brn: 415)

CREATIVE WRITING

Course No. 0114 Sessions: 10 Monday 9:30 AM - 11:30 AM Fee: €110

Description as Evening Course No. 6063 Above. (brn: 416)

BEAUTY - FASHION

MAKE-UP ARTIST - INTRODUCTION

Course No. 5027 Sessions: 10 Monday 8:00 PM - 10:00 PM Fee: €110

Cost of Kit extra

Skin types & conditions, matching your foundation, colour correction & colour theory, contouring, highlighting, sculpting, shading. Eyebrows, strong lips, eyeliner techniques. Day & Evening make up, Bridal makeup, make up for the mature lady and smokey eyes. Individual & strip lash application. Small kit & brush requirement for this course, available on first night. (brn: 451)

MAKE-UP ARTIST - INTRODUCTION

Course No. 0103 Sessions: 10 Monday 2:00 PM - 4:00 PM Fee: €110

Cost of Kit extra

Course Description as Evening Course No. 5027 Above. (brn: 452)

MAKE-UP (ITEC CERTIFIED) (CONTINUATION)

Course No. 7016 Sessions: 16 Tuesday 7:00 PM - 10:00 PM Fee: €500

Level 2 Certificate - Certified by ITEC (Payment Plan Option)

Examinations: www.itecworld.co.uk  Exam - Fee, Kit and Materials extra. Cost of Kit approx. €100

Course offered over two terms Autumn 2018 and Spring 2019. No enrolment this term. (brn: 453)

MAKE-UP (ITEC CERTIFIED)

Course No. 7017 Sessions: 16 Wednesdays & Some Tuesdays 7:00 PM - 10:00 PM Fee: €500

Level 2 Certificate - Certified by ITEC (Payment Plan Option)

Examinations: www.itecworld.co.uk  Exam - Fee, Kit and Materials extra. Cost of Kit approx. €100

Complete course will be offered over two terms Spring and Summer 2019, (completed by end of May). This course is suitable for beginners covering all the basics, day, evening, special occasion, face shapes, skin tones, corrective make-up, camouflage through to bridal make-up.

Basics - Getting comfortable with skin,

Cleansing,

Skin types/ tones,

Cosmetology,

Face shapes, Eye shapes,

Contouring,

Correcting, Camouflaging, Perfecting your base,

Skin disorders, Contraindications,

Day make-up, Evening make-up, Bridal make-up,

Using different textures/ mediums,

Application of false lashes,

The use of photography, Making changes for colour or black & white, Effects of lighting,

Sterilisation/ sanitisation of tools plus many more. (brn: 454)

HAIRSTYLING

Course No. 6107 Sessions: 10 Tuesday 7:30 PM - 9:30 PM Fee: €110

Additional cost for materials €15

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), 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 & plaits (French, modern, classic & herringbone), Quiffs and Mowhawks.

Bring along hair dryer, brushes etc. Models may be needed. (brn: 455)

BARBERING

Course No. 6108 Sessions: 10 Thursday 7:30 PM - 9:30 PM Fee: €110

Additional cost for materials €15

Introduction course to include basic cutting, blending, razor work and beard styling. (brn: 456)

HUMAN BEHAVIOUR - MIND

NUI MAYNOOTH CERTIFICATE IN PSYCHOLOGY (CONTINUATION)



Course No. 7003 Sessions: 1 Tuesday 7:00 PM - 10:00 PM Fee: €1250

Certificate - Certified by NUIM

No Enrolment This Term

(Payment Plan Option)

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 21 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. (brn: 551)

COGNITIVE BEHAVIOURAL THERAPY

Course No. 6155 Sessions: 10 Monday 7:30 PM - 9:30 PM Fee: €110

Become your own inner therapist. Learn how negative trains of thought can negatively affect your life on a daily basis. C.B.T. is a powerful personal tool that can change your life in surprising ways. Using the skills of C.B.T. in a supportive group can support you in "thinking better to feel better". (brn: 552)

COGNITIVE BEHAVIOURAL THERAPY



Course No. 0117 Sessions: 10 Monday 10:30 AM - 12:30 PM Fee: €110

Course description as Course no. 6155 above. (brn: 553)

PSYCHOLOGY - AN INTRODUCTION

Course No. 6027 Sessions: 10 Tuesday 7:30 PM - 9:30 PM Fee: €110

This course introduces you to the area of Psychology. Course includes subjects such as Personality, Emotion, Abnormal behaviour, Cognition, Perception and Social Psychology. (brn: 554)



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HUMAN BEHAVIOUR - MIND

COUNSELLING - AN INTRODUCTION

Course No. 6028 Sessions: 10 Monday 8:00 PM - 10:00 PM Fee:€110

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. (brn: 555)

TAROT FOR BEGINNERS

Course No. 6026 Sessions: 10 Thursday 7:00 PM - 9:00 PM Fee:€110

Course will cover Tarot Cards in depth along with combining your natural psychic abilities to enable you to read intuitively and to read with confidence. Get a deeper understanding of Tarot Cards and learning to read from the heart and not a book. Have some fun in a warm & safe environment. (brn: 556)

DANCE - SPORTS - FITNESS

10 WEEK CHANGE YOUR BODY CHALLENGE

Course No. 5001 Sessions: 10 Wednesday 7:00 PM - 8:00 PM Fee:€70

Transform your Body in 10 weeks with Diet, Exercise & nutritional guidance. Full body screening before & after the 10 weeks to measure progress, which will be achieved through a wide variety of exercise techniques covering aerobic, anaerobic, flexibility strength & endurance. (brn: 601)

SUSTAINABLE WEIGHT LOSS TRAINING CLASS - (ALL FITNESS LEVELS)



NEW

Course No. 5009 Sessions: 30 Monday - Saturday - Fee:€125

Start your weightloss journey with our experts by joining a group of like minded people who will guide and encourage you all the way through a class routine of a wide range of exercises and techniques which will help you reach your ultimate goals.

Choose 30 class times out of a total of 140 classes (within the 10 weeks)

Timetable: Monday Tuesday, Wednesday, Friday 9.15am, 6.00pm, 7.00pm,
Thursday 9.15am, 6.00pm,
Saturday 10.00am (brn: 602)

BEGINNER STRENGTH & CONDITIONING CLASS - (ALL FITNESS LEVELS)



NEW

Course No. 5010 Sessions: 30 *Monday to Saturday Fee:€125

You've seen the videos, read the articles but just never knew the technique or equipment needed to transform your body. Using your own bodyweight, weights & our wide range of cardio equipment, condition your body to your desired level while also adding strength, balance and stability to your entire body.

*Choose 30 class times out of a total of 140 classes (within the 10 weeks)

Timetable: Monday Tuesday, Wednesday, Friday 9.15am, 6.00pm, 7.00pm,
Thursday 9.15am, 6.00pm,
Saturday 10.00am (brn: 603)

COUCH TO 5KM CLASS - (ALL FITNESS LEVELS)



NEW

Course No. 5011 Sessions: Saturday* 10:45 AM - 11:45 AM Fee:€120

You may think it is impossible but we will make this possible. No matter what your fitness levels are if you are determined we will get you there & be right beside you every step of the way.

Learn how to increase your fitness levels using our wide range of training methods and expertise.

Simple tricks to control your breathing and learn how to get you to the 5km mark and further. We will work at your pace and we will help you increase your distance every single time.

Time to make that resolution and jump on board.

*Saturday 10.45am & a time of your choosing during the week to undergo our specialised training. (brn: 604)

BEGINNER SELF DEFENSE & COMBAT CLASS - (ALL FITNESS LEVELS)

NEW

Course No. 5012 Sessions: 10 Monday 8:00 PM - 8:50 PM Fee:€100

Join our Self Defense class and learn simple but effective maneuvers which will allow you to protect yourself all the while getting in a tough workout at your own pace. This course is one you will, enjoy, learn and smile through. (brn: 605)

BEGINNER ALL OVER FITNESS CLASS - (ALL FITNESS LEVELS)

NEW

Course No. 5005 Sessions: 30 *Monday To Saturday Fee:€125

A class designed to increase your fitness levels at your pace but always assuring results. Using our wide range of knowledge and equipment you will be astounded how we come up with new ideas each class and how quickly you will see your fitness levels soar. You will certainly feel like you've worked out after this one.

Choose 30 class times out of a total of 140 classes (within the 10 weeks)

Timetable: Monday Tuesday, Wednesday, Friday 9.15am, 6.00pm, 7.00pm,
Thursday 9.15am, 6.00pm,
Saturday 10.00am (brn: 606)

18 PERSONAL TRAINING SESSIONS - SPECIAL OFFER

NEW

Course No. 5006 Sessions: 18 *Monday To Saturday Fee:€300

Enrol in our personal training package to reach your desired goals under the tutelage of one of our experienced trainers. Your bodyfat percentage will be calculated at the beginning and the end of the term, with the client having the option of extending the time frame. Receive a personalised diet plan to enable you to lose those pounds, tone your physique and gain the positive mentality required to step up level after level to reach your target.

Meet our current crop of personal training clients and see first hand the results they have achieved in a short space of time.

*Choose the times that suit you between 6am & 9.30pm x 3 times per week for 6 weeks. (brn: 607)

BALLROOM AND LATIN AMERICAN DANCING

Course No. 5059 Sessions: 10 Monday 7:00 PM - 8:00 PM Fee:€60

Waltz, tango, foxtrot, quickstep, samba, cha cha, rumba, jive. Tutor: Internationally qualified instructor who has also represented Ireland in international competition abroad. (brn: 608)

LINE DANCING

Course No. 5014 Sessions: 10 Wednesday 7:00 PM - 8:00 PM Fee:€60

Back by popular demand and offering a great social night of Line-Dancing. Learn a range of line-dances, from old traditional country western line-dancing to the modern style line-dancing that is currently filling the dance floors. Easy to follow routines & fantastic music in a friendly atmosphere. (brn: 609)

CUBAN SALSA FOR BEGINNERS

Course No. 5057 Sessions: 10 Thursday 7:30 PM - 8:30 PM Fee:€60

The Salsa dance is a very social dance that can help you get out and meet new people while doing a great cardio and full body workout. It's also a great way to boost your self confidence. You don't need partner, You don't need special outfit, just bring comfortable shoes and your best smile! (brn: 610)

FITSTEPS STRICTLY DANCE FITNESS

Course No. 5015 Sessions: 10 Monday 8:00 PM - 9:00 PM Fee:€60

This brand new class is based on the popular TV show "Strictly Come Dancing" with the emphasis on Fitness & Fun! The best known Latin & Ballroom dances like the Jive, Cha Cha, Quickstep, and Charleston are combined with proven fitness techniques to give fast fitness results. No partner required, suitable for all ages and all fitness levels. It's fitness that's 'Strictly' fun! (brn: 611)

DANCE - SPORTS - FITNESS

GOLF FOR BEGINNERS / IMPROVERS

Course No. 6024 Sessions: 8 Thursday 7:30 PM - 9:30 PM Fee:€100
Suitable for beginners and refreshers. Some classes will be held in local Driving Range. (brn: 612)

AEROBICS N' TONE

Course No. 5035 Sessions: 10 Monday 7:00 PM - 8:00 PM Fee:€60
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). (brn: 613)

BOOTCAMP

Course No. 5053 Sessions: 10 Wednesday 8:00 PM - 9:00 PM Fee:€60
A great way to burn calories. Work your whole body in a short period of time. Each exercise is fun. Easy to fit into a busy schedule. An intense workout that combines cardio, strength and flexibility training. Great for weight loss, all ages and body shapes. (brn: 614)

ZUMBA FITNESS

Course No. 5052 Sessions: 10 Tuesday 8:00 PM - 9:00 PM Fee:€60
Ditch the Workout - Join the Party! An exhilarating, effective, easy to follow, Latin inspired, calorie burning dance fitness party that's moving millions of people towards joy and health. (brn: 615)

MUSIC - SOUND - DRAMA

LEARNING THE GUITAR

Course No. 6041 Sessions: 10 Wednesday 7:30 PM - 9:30 PM Fee:€110
Suitable for beginners or those with some experience. Tuning, strumming, finger styles etc. Learners are required to bring their own guitar to class. (brn: 651)

LEARNING THE GUITAR PRIMARY SCHOOL STUDENTS

Course No. 0307 Sessions: 10 Wednesday 3:45 PM - 4:45 PM Fee:€90
(brn: 652)

KEYBOARD PIANO FOR COMPLETE BEGINNERS

Course No. 6043 Sessions: 10 Tuesday 7:00 PM - 8:30 PM Fee:€90
Learn to play and read some basic music in an easy and fun way. This course is designed for people who have never played music before and would like to have a go. (brn: 653)

KEYBOARD PIANO FOR IMPROVERS

Course No. 6046 Sessions: 10 Tuesday 7:00 PM - 8:30 PM Fee:€90
This course is designed for people who have done already some very basic reading and playing. You will learn to play some more advanced music and some scale work. The course also covers some basic theory and knowledge of the workings of the keyboard and piano. (brn: 654)

SINGING AND MUSIC THEORY FOR BEGINNERS

NEW

Course No. 6044 Sessions: 10 Tuesday 7:30 PM - 9:30 PM Fee:€110
Over a 10 week period Megan will be teaching you the basics of singing alongside music theory.

This course will cover:

Breathing techniques, warm ups, exercises for vocal control, performing in front of an audience and correct singing posture.

Choose a number of songs (up to 4) that you would like to learn over the 10 week period. (brn: 655)

SONGWRITING

NEW

Course No. 6033 Sessions: 10 Wednesday 7:30 PM - 9:30 PM Fee: €110

Over 10 weeks, Megan will be teaching you the fundamentals of writing songs starting with the very basics and finishing with you writing and recording a song of your own.

The course will cover:

Lyrics, melodies, chord patterns, music theory and various genres of music.

You do not need to be able to play an instrument to do this course. (brn: 656)

LEARNING THE BODHRAN

Course No. 6038 Sessions: 10 Monday 7:00 PM - 8:30 PM Fee: €85

Suitable for beginners and improvers. This course will cover the basic rhythms and techniques of playing the bodhran with Traditional Music and as a Solo Instrument. (brn: 657)

TENOR BANJO / MANDOLIN

Course No. 6045 Sessions: 10 Thursday 8:00 PM - 10:00 PM Fee: €110

Become the next Gerry O'Connor! Learn how to play traditional Irish tunes (jigs and reels) on Tenor Banjo or Mandolin. Suits beginners, novices or floundering fiddlers! (brn: 658)

UKULELE

Course No. 5058 Sessions: 10 Thursday 7:30 PM - 9:30 PM Fee: €110

Ukulele is an affordable and straightforward instrument to purchase/learn and is a lot of fun. Suitable for beginners and improvers. Students should please note that Concert size Ukulele of wooden construction would be preferable as they are easier to play and more musical to the ear. Tutors: Barbera Devlin and Frankie Lane are both experienced professional musicians. (brn: 659)

UKULELE IMPROVERS

NEW

Course No. 5056 Sessions: 10 Wednesday 7:30 PM - 9:30 PM Fee: €110

Suitable for those who may have completed course no. 5058 or may have some previous experience. Students should please note that Concert size Ukulele of wooden construction would be preferable as they are easier to play and more musical to the ear. Tutors: Barbera Devlin and Frankie Lane are both experienced professional musicians. (brn: 660)

SKILLS - SELF DEVELOPMENT

BOOMSPRAYER PESTICIDE APPLICATION



Course No. 8041 Sessions: 2 Friday 9:00 AM - 5:30 PM Fee: €190

**Level 5 - Code 5N1797 - Certified by QQI
Plan Option)**

(Payment

2 days training (non-consecutive days), Day 1 (Classroom) and Day 2 (Practical). This training programme shall provide the learner with the basic knowledge, skills and competencies required to apply crop pesticides using a Boom Sprayer applicator in accordance with recommended safe practices. The course shall encompass the relevant safe practices in preparing to apply and applying pesticides safely in accordance with national legislation. (brn: 701)

HAND HELD PESTICIDE APPLICATION (KNAPSACK)



Course No. 8043 Sessions: 2 Friday 9:00 AM - 5:30 PM Fee: €190

Level 5 - Code 5N0731 - Certified by QQI

(Payment Plan Option)

2 days training (non-consecutive days), Day 1 (Classroom) and Day 2 (Practical). This training programme shall provide the learner with the basic knowledge, skills and competencies required to apply crop pesticides using a hand held applicator in accordance with recommended safe practices. The course shall encompass the relevant safe practices in preparing to apply and applying pesticides safely in accordance with national legislation. (brn: 702)

SKILLS - SELF DEVELOPMENT

ENVIRONMENTAL MANAGEMENT AND AGRICULTURE

NEW

Course No. 6011 Sessions: 10 Wednesday 7:00 PM - 9:00 PM Fee:€135

Plants and animal types associated with agriculture are studied, and investigations are undertaken into such aspects as soil, ecology, plant and animal physiology, farm crops, farming practices, genetics and microbiology. (brn: 703)

BASIC WOODWORKING

Course No. 6032 Sessions: 10 Thursday 8:00 PM - 10:00 PM Fee:€110

Learn the techniques and make a project. All pieces must be of a size that can be taken home at the end of class each night. (brn: 704)

FURNITURE RESTORATION

Course No. 6036 Sessions: 10 Wednesday 8:00 PM - 10:00 PM Fee:€110

Restore all types of furniture, reassemble, remove old polish, re french polish, stain and finish. Please bring your piece of furniture to be restored on the first night. All pieces must be of a size that can be taken home at the end of class each night. (brn: 705)

DIY

Course No. 6010 Sessions: 10 Tuesday 7:30 PM - 9:30 PM Fee:€110

Want to learn all the tips and tricks of a variety of trades . Carpentry,tiling,plumbing and electrical and lot more . This is the course for you it will help keep your home in top top condition (brn: 706)

PRACTICAL INTERIOR DESIGN

Course No. 6021 Sessions: 10 Wednesday 8:00 PM - 10:00 PM Fee:€110

Realistic interior design course. By the end of the course everyone should have redesigned one room in their home and enough information to work alone on the other rooms. (brn: 707)

TRADITIONAL UPHOLSTERY

Course No. 6037 Sessions: 10 Thursday 8:00 PM - 10:00 PM Fee:€110

Deep buttoning, hand stitching. Restore that old moth eaten, dirty eyesore. Learn from basics to professional standards. (brn: 708)

TRAINING DELIVERY AND EVALUATION (TRAIN THE TRAINER)



Course No. 8038 Sessions: 10 Thursday 7:00 PM - 10:00 PM Fee:€330

Level 6 Component Code 6N3326 - Certified by QQI

(Payment Plan Option)

www.QQI.ie

Extra cost for folder and text book €35

The purpose of this award is to equip the learner with the knowledge, skill and competence to deliver, assess and evaluate a training and development intervention. Suitable for those responsible for the training of others.

Content of Programme includes:

Adult learning / Training Objectives,
Roles & Competences of the Trainer,
Preparing & Delivering Training,
Learning Assessment & Training Evaluation.

(brn: 709)

INTRODUCTION TO THE WORLD OF WINE

Course No. 6068 Sessions: 5 Monday 7:30 PM - 9:30 PM Fee:€60

Immerse yourself into the world of Wine. This Beginners course will cover wines from all over the world and each week there will be an informative wine tasting. You will learn about everything from grape varieties to wine regions. Places are limited. (brn: 710)

SPEAKING WITH CONFIDENCE

Course No. 6090 Sessions: 10 Tuesday 7:30 PM - 9:30 PM Fee:€110

Using drama techniques, improve communication skills for interviews or speech making. Course includes Relaxation, Body Language, Vocal Techniques, Preparation for an Interview or Presentation. (brn: 711)

PUBLIC SPEAKING

Course No. 6131 Sessions: 10 Tuesday 7:30 PM - 9:30 PM 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. Embrace the opportunity to impress with an effective presentation/speech, formal/informal to large and small groups. (brn: 712)

TRACE YOUR FAMILY

Course No. 6144 Sessions: 10 Monday 7:30 PM - 9:30 PM Fee:€110

Who do you think you are? Genealogy for beginners. An 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. Basic computer skills needed. (brn: 713)

BRIDGE - BEGINNERS

Course No. 6091 Sessions: 10 Wednesday 7:30 PM - 9:30 PM Fee:€110

Improve your bridge skills and enjoy a great night out! (brn: 714)

MATHS FOR LIFE - PART 1

Course No. 6015 Sessions: 10 Monday 6:30 PM - 8:00 PM Fee:€100

For professional or self development. (brn: 715)

MATHS FOR LIFE - PART 2

Course No. 6016 Sessions: 10 Monday 6:30 PM - 8:30 PM Fee:€100

For professional or self development. (brn: 716)

MIND AND BODY

WRITING FOR WELLBEING

Course No. 0405 Sessions: 10 Thursday 10:30 AM - 12:30 PM Fee:€110

The tutor will introduce the benefits of journaling and freewriting, referencing the inspirational work of Julia Cameron and James Pennebaker. Writing has long been lauded as a wellness tool and participants will be encouraged to keep a personal journal for the 10 weeks of classes as well as taking part in freewriting exercises on a variety of themes. Freewriting can be used to kickstart the creative brain or to help overcome daily challenges. The tutor is a psychotherapist and published author. (brn: 751)

CHOICE THEORY

Course No. 5070 Sessions: 10 Thursday 7:00 PM - 9:00 PM Fee:€110

This course will introduce learners to a practical cutting-edge approach to psychological health and well-being. It will empower participants to take control of their own lives by teaching and encouraging them to get what they really need in order to live more fulfilling lives. Much unhappiness can be avoided by both learning why external control is harmful and how a pro-relationship theory can replace it. Choice theory is an internal control psychology; it explains why and how we make the choices that determine the course of our lives. Additionally, this course incorporates a number of practical exercises designed to increase awareness of the participant's compatibility, personality and strength of need. It will also give participants the psychological strength to handle the stresses of everyday life by showing them how to make more satisfying choices both today and in the future. (brn: 752)

MIND AND BODY

THE LAW OF ATTRACTION

Course No. 5063 Sessions: 10 Thursday 7:30 PM - 9:30 PM Fee: €110

If you already know that every cell in the human body vibrates. If you already know that like attracts like. Then imagine for one minute that your skin is made up of powerful magnets. How you feel on the inside determines how the future you, is going to feel. Your vibration attracts to you situations and events that align with your vibration. Let go of limiting beliefs and negative emotions. Train yourself to think positively while moving towards your dream. Let go of negative thoughts and allow yourself to receive the limitlessness the universe has to offer. Regain your power. (brn: 753)

MINDFULNESS



Course No. 0223 Sessions: 10 Tuesday 11:30 AM - 1:30 PM Fee: €110

Mindfulness: Learning to live in a more loving, calming and peaceful way. Practices include awareness, meditation, self acceptance and gentle exercises. (brn: 754)

MINDFULNESS MEDITATION

Course No. 5064 Sessions: 10 Wednesday 7:30 PM - 9:30 PM Fee: €110

Introduces the practice of mindfulness meditation by learning formal meditation pieces and discovering its benefits (backed by research) for everyone in today's frantic world. Importantly, the theory and concepts behind mindfulness in relation to our selves, thoughts and feelings, etc., and the additional potential it holds to allow us to flourish will also be expanded and built upon each week. (brn: 755)

PILOGA

Course No. 5049 Sessions: 10 Wednesday 7:00 PM - 8:00 PM Fee: €80

Piloga with gentle yoga stretches invigorates the mind, develops core muscle strength, relieves stress and back pain, improves balance and co-ordination. Look toned and revitalised. Suitable for beginners. Limited number in class. (Bring a thick mat, large towel and bottle of water). (brn: 756)

PILATES

Course No. 5041 Sessions: 10 Monday 7:00 PM - 8:00 PM Fee: €80

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 thick mat, large towel and bottle of water). (brn: 757)

PILATES



Course No. 0102 Sessions: 10 Monday 9:30 AM - 10:30 AM Fee: €80

Description as Course No. 5041 Above. (brn: 758)

PILOGA

Course No. 5046 Sessions: 10 Thursday 8:00 PM - 9:00 PM Fee: €80

Description as Evening Course No. 5049 Above. (brn: 759)

TAI CHI

Course No. 5008 Sessions: 10 Thursday 7:30 PM - 9:00 PM Fee: €80

Suitable for complete beginners and improvers. Strong body, still mind. Tai Chi is a Chinese martial art now practiced as a type of moving meditation to improve both mental and physical health. This unique, gentle, slow moving exercise is suitable for all people regardless of age or fitness level. This course introduces the participants to Yang style Tai Chi (foundation form) and Chi Kung. (brn: 760)

TAI CHI



NEW

Course No. 0303 Sessions: 10 Wednesday 2:00 PM - 3:30 PM Fee: €80

Course Description as Course No. 5008 Above. (brn: 761)

HATHA YOGA FOR BEGINNERS

Course No. 5036 Sessions: 10 Wednesday 7:00 PM - 8:30 PM Fee:€80

Suitable for beginners, this course is a gentle introduction to the most basic yoga postures. Focus on breathing and engaging it with your daily routine. Leave class feeling relaxed, yet rejuvenated!. This class is also Ideal for those taking part in sports including cycling , running. (brn: 762)

YOGA

Course No. 5039 Sessions: 10 Monday 7:00 PM - 8:30 PM Fee:€80

The focus is on relaxation, gentle postures, awareness, breathing exercises, meditation and exploring ways to live a more peaceful life. Suitable for all levels. (brn: 763)

YOGA

Course No. 0211 Sessions: 10 Tuesday 9:30 AM - 11:00 AM Fee:€80

Description as Evening Course No. 5039 Above. (brn: 764)

YOGA

Course No. 5040 Sessions: 10 Tuesday 7:00 PM - 8:30 PM Fee:€80

(brn: 765)

ALEXANDER TECHNIQUE

Course No. 5061 Sessions: 10 Monday 7:30 PM - 9:30 PM Fee:€110

Alexander Technique is a tool in understanding how your body moves and works. Conscious movement applied to everyday activities from sitting and standing to walking and lifting. We work in a gentle focused manor, doing less to allow more, in this practical, mindful class. (brn: 766)

SOMATIC MOVEMENT EDUCATION

Course No. 0301 Sessions: 10 Wednesday 9:30 AM - 11:00 AM Fee:€80

Somatic Movement Education is a gentle, safe and highly effective way to end chronic pain, improve balance, flexibility and posture and relieve day-to-day stress. This series of classes is designed to teach students a series of easy and comfortable movements through different areas of the body, to help free the body from patterns of habitual muscular tension, lengthening muscles back to their natural, relaxed state to allow for pain free movement. Somatic movements can help with many issues from mobility for the aging, through to pain/stress management and injury rehabilitation.

No experience necessary. Please bring along a Yoga mat and thick blanket to support the body.

Exercises are mostly carried out lying on the floor. (brn: 768)

CARING - HEALTH AND SAFETY

PRACTICAL FIRST AID

Course No. 5023 Sessions: 4 Thursday 7:00 PM - 10:00 PM Fee:€80

Certificate - Certified by Red Cross

(Workbook and Certificate €15 extra)

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. (brn: 801)

EHA1 REFRESHER COURSE IN FOOD SAFETY.

Course No. 7011 Sessions: 2 Wednesday 7:30 PM - 10:00 PM Fee:€90

Certificate EHOA

This is a refresher course for those who have taken an FSAI Level 2 training course within the last 5 years. Suitable for those who work with food and need to ensure that the food they sell is safe to eat.

Maximum of 15 per group. (brn: 802)

CARING - HEALTH AND SAFETY

SPECIAL NEEDS ASSISTING (CONTINUATION)



Course No. 8018 Sessions: 20 Monday 7:30 PM - 10:00 PM Fee: €450
Level 5 Component Code 5NI786 - Certified by QQI (Payment Plan Option)

Course offered over two terms Autumn 2018 and Spring 2019. No enrolment this term. (brn: 803)

SPECIAL NEEDS ASSISTING (CONTINUATION)



Course No. 0201 Sessions: 16 Tuesday 10:00 AM - 1:00 PM Fee: €450
Level 5 Component Code 5NI786 - Certified by QQI (Payment Plan Option)

Course offered over two terms Autumn 2018 and Spring 2019. No enrolment this term. (brn: 804)

SPECIAL NEEDS ASSISTING



Course No. 8019 Sessions: 16 Thursday 7:00 PM - 10:00 PM Fee: €450
Level 5 Component Code 5NI786 - Certified by QQI (Payment Plan Option)

Complete course will be offered over two terms Spring and Summer 2019, (completed by end of May).
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.
- 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.

This may lead to a major award in [Early Childhood Care and Education Code 5M2009](#) (brn: 805)

SPECIAL NEEDS ASSISTING



Course No. 0205 Sessions: 16 Tuesday 10:00 AM - 1:00 PM Fee: €450
Level 5 Component Code 5NI786 - Certified by QQI (Payment Plan Option)

Complete course will be offered over two terms Spring and Summer 2019, (completed by end of May).
This course will commence on the first week in February.

Description as Course no. 8019 above (brn: 806)

SPECIAL NEEDS ASSISTING (LEVEL 6)



Course No. 8107 Sessions: 16 Wednesday 7:00 PM - 10:00 PM Fee: €480
Level 6 Component Code 6NI957 - Certified by QQI (Payment Plan Option)

Complete course will be offered over two terms Spring and Summer 2019, (completed by end of May).

Entry Requirement

Level 5 Special Needs Assisting or you must have achieved the Learning outcomes for this level.

This course will enable you to:

- Evaluate the provision of education for people with special educational needs.
- Examine relevant theories, skills and processes relevant to current implementation.
- Organise learning opportunities in order to promote independence and responsibility.
- Learn how to access interventions and behaviour management techniques that may be used in the learning environment.
- Assist Learner to develop the academic, and vocational language, literacy and numeracy skills related to Early Childhood Care and Education through the medium of indicative content.

(brn: 807)

SPECIAL NEEDS ASSISTING (LEVEL 6) (CONTINUATION)



Course No. 8106 Sessions: 16 Tuesday 7:00 PM - 10:00 PM Fee:€480

Level 6 Component Code 6N1957 - Certified by QQI

(Payment Plan Option)

Course offered over two terms Autumn 2018 and Spring 2019. No enrolment this term. (brn: 808)

INFECTION PREVENTION AND CONTROL



Course No. 8012 Sessions: 10 Wednesday 7:00 PM - 10:00 PM Fee:€290

Level 5 Component Code 5N3734 - Certified by QQI

(Payment Plan Option)

This module is a mandatory component from “Health Service skills” major award 5M3782. If Learner has completed all components in “Healthcare Support” major award 5M4339, by completing “Infection Prevention and Control” they may be able achieve a second major award in “Healthservice Skills” (depending on modules completed as some modules are subject to change)

- Learn the basic principles of infection and the application of standard precautions in relation to infection control.
- Importance of infection prevention and control in the healthcare area, in providing a healthy environment for patients, staff and visitors.
- Learn the difference between social hand hygiene, antiseptic hand hygiene and surgical hand hygiene to include the correct use of alcohol handgels .
- Learn how to Implement the local terminal cleaning procedure in a range of settings, such as an isolation room, single use items and outbreak management.
- Get to know policies for dealing with clean and soiled linen, the disposal of sharps and the correct management following inoculation, injury or accidental exposure to blood and body fluids.

Skills Demonstration take place in Maynooth Lodge Nursing Home.

Learners must be available some Saturdays to complete skills demonstration. (brn: 809)

CHILD PSYCHOLOGY (4- 18 YEARS)



Course No. 8042 Sessions: 10 Wednesday 7:00 PM - 10:00 PM Fee:€330

Level 6 Component Code 6N2023 - Certified by QQI

(Payment Plan Option)

Course explores child psychology from age 4-18 years in relation to childhood education. It is suitable for childcare staff, parents and teachers.

Topics covered 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.QQI.ie (brn: 810)

CARE OF THE OLDER PERSON



Course No. 8095 Sessions: 10 Wednesday 7:00 PM - 10:00 PM Fee:€290

Level 5 Component Code 5N2706 - Certified by QQI

(Payment Plan Option)

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.

This is a component of “Healthcare Support” 5M4339 (brn: 811)

CARE OF THE OLDER PERSON



Course No. 0837 Sessions: 10 Wednesday 10:00 AM - 1:00 PM Fee:€290

Level 5 Component Code 5N2706 - Certified by QQI

(Payment Plan Option)

Course description as course no. 8095 above. (brn: 812)

CARING - HEALTH AND SAFETY

HEALTHCARE SUPPORT - MAJOR AWARD



Course No. 8081

Sessions: 25

Monday & Some Tuesdays

7:00 PM - 10:00 PM

Fee: €290 for each module or €1000 for 4 modules

** 8 Modules in total required for this Major Award **

Level 5 Major Code 5M4339 - Certified by QQI

Successful completion of this course provides a recognised qualification necessary for working as a Health Care Assistant in a variety of settings, including hospitals, maternity care, day and residential care, community and the home. It is suitable for those wishing to embark on a career in caring and those already working in the sector who wish to gain a recognised qualification. Successful graduates may progress to related health and social care courses in the Institutes of Technology through the Higher Education Links scheme by CAO application.

The following modules are scheduled to run as part of this Major Award at times and dates as noted.

1. Communications 5N0690 - Refer to course description below.

2. Work Experience 5N1356 - Refer to course description below.

Modules 3 and 4 will start September / November 2019.

For details of modules offered as part of this Major award refer to page 39.

Modules will run every Monday and every second week Monday and Tuesday.

Please note each module has a credit value of 15 and in order to achieve a major award in "Healthcare Support" you need to have 120 credits.

150 hours work experience must also be achieved and certified by a Supervisor within work placement. (brn: 813)

COMMUNICATIONS



Course No. 8100

Sessions: 10

Monday & Some Tuesdays

7:00 PM - 10:00 PM

Fee: €290

Level 5 Component Code 5N0690 - Certified by QQI

(Payment Plan Option)

Study a range of current issues in communications and information technology.

- Demonstrate verbal skills appropriate to working under general direction, to include making a case and presenting a point of view in group discussion, formal meetings, interviews.
- Demonstrate communication styles and techniques relevant to different situations in work and leisure, to include one-to-one and group contexts in conversation, interview, oral presentation, question and answer session.
- Choose the appropriate communication technology to give and receive requests, instructions, suggestions, discussion and feedback in both work and leisure.

This is a component of the [Major Award Healthcare Support QQI Level 5 Code 5M4339](#).

Starts mid February and runs every Monday and every second Tuesday. (brn: 814)

WORK EXPERIENCE



Course No. 8092

Sessions: 10

Monday & Some Tuesdays

7:00 PM - 10:00 PM

Fee: €290

Level 5 Component Code 5N1356 - Certified by QQI

(Payment Plan Option)

The purpose of this award is to equip the learner with the relevant knowledge, skill and competence to participate in the workplace for a limited time, carrying out work-related tasks independently while under general direction.

- Demonstrate effective communication skills in the workplace, to include personal, interpersonal and technological communication skills.

This award is a component of most Major level 5 awards.

This Module will commence end March and runs every Monday and every second Tuesday. (brn: 815)

EARLY CHILDHOOD CARE AND EDUCATION - MAJOR AWARD



Course No. 8032 Sessions: Monday & Some Wednesdays 7:00 PM - 10:00 PM

Fee: €290 for each module or €1000 for 4 modules

**** 8 Modules in total required for this Major Award ****

Level 5 Major - Certified by QQI

This course provides the successful learners with a nationally accredited award in the theory and practice of Early Childhood Education and Care. The learner will gain knowledge, skills and the competence to work independently and under supervision in a range of Early Childhood Care and Education Settings. Early Childhood Care and Education Worker in Pre school, Creche, Classroom Assistant, Special Needs Assistant, Children's Nanny. Successful graduates may progress to related health and social care courses in the Institutes of Technology through the Higher Education Links scheme by CAO application.

The following modules are scheduled to run as part of this Major Award at times and dates as noted.

1. Child Development 5N1764 - Refer to course description below.

2. Early Care and Education Practice 5N1770 - Refer to course description below.

Modules 3 and 4 will start September / November 2019.

For details of modules offered as part of this Major award refer to page 39.

Modules will run every Monday and every second week Monday and Wednesday.

Please note each module has a credit value of 15 and in order to achieve a major award in "Early Childhood Care and Education" you need to have 120 credits.

120 hours work experience must also be achieved and certified by a Supervisor within work placement.
(brn: 816)

CHILD DEVELOPMENT



Course No. 8102 Sessions: 10 Monday & Some Wednesdays 7:00 PM - 10:00 PM Fee:€290

Level 5 Component 5N1764 - Certified by QQI

(Payment Plan Option)

- Understand the holistic development of the child including physical, cognitive, language, social, emotional, moral, spiritual, creative and cultural.
- Study theories of child development and learning.
- Look at influence's of family, social, cultural and environmental factors on child development.
- Identify the benefits of play to the child's holistic development and learning.
- Apply theoretical principles of child development in the ECCE setting. Document children's developmental progress against normative milestones of development.

This Module will commence mid February and runs every Monday and every second Wednesday.
(brn: 817)

EARLY CARE AND EDUCATION PRACTICE



Course No. 8103 Sessions: 10 Monday & Some Wednesdays 7:00 PM - 10:00 PM Fee:€290

Level 5 Component Code 5N1770 - Certified by QQI

(Payment Plan Option)

- Study the historical development of the ECCE sector in Ireland including legislation, policies, practices and procedures pertaining to ECCE provision.
- Look at the rights of the child in the context of the ECCE.
- Implement practices and activities to promote equality and value diversity in an ECCE setting.
- Understand the importance of Implementing administration and operational procedures.
- Be able to participate effectively as part of a team.
- Implement care and education routines with children in an ECCE setting.
- Maintain a quality ECCE environment that complies with relevant regulations and standards.

This module will start end March and runs every Monday and every second Wednesday. (brn: 818)

CRAFTS - FABRICS

FLOWER ARRANGING

Course No. 6014 Sessions: 10 Tuesday 7:30 PM - 9:30 PM Fee: €110

(Cost of materials extra)

Learn the skills of flower arranging in a relaxing and therapeutic atmosphere. Create your own arrangement of fresh flowers. (brn: 851)

FLOWER ARRANGING



Course No. 0508 Sessions: 10 Friday 9:30 AM - 11:30 AM Fee: €110

(Cost of materials extra)

Course description as course no. 6014 above. (brn: 852)

CROCHET TO DESIGNER WEAR

Course No. 6019 Sessions: 10 Monday 7:30 PM - 9:30 PM Fee: €110

Why not try your hand at crochet, or improve your crochet skills. Crochet is so fashionable right now. Learn to design and make your own garments of choice and learn to read crochet patterns. You will get hooked once you start! Bring any crochet hooks you may have. Yarn and hooks will be available to purchase from class tutor. (brn: 853)

QUILLING FOR BEGINNERS

Course No. 6018 Sessions: 10 Tuesday 7:30 PM - 9:30 PM Fee: €110

Additional cost of kit €15

Learn the Art of Quilling, which is the curling and shaping of paper strips into outlines or designs of your own, to create unique one of a kind pieces of art, decorations, gifts and more. In this project based course you will learn the basics of quilling and each week take home your new creation! (brn: 854)

DRESSMAKING (BEGINNERS)

Course No. 6072 Sessions: 10 Wednesday 7:30 PM - 9:30 PM Fee: €150

(Payment Plan Option)

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. (brn: 855)

JEWELLERY MAKING

Course No. 6098 Sessions: 8 Tuesday 7:30 PM - 10:00 PM Fee: €140

Additional cost for materials €30

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. Suitable for complete beginners. Tools for use during the course will be provided by the class Tutor. Additional charge for materials is payable to the Tutor at the first class. (brn: 856)

JEWELLERY MAKING INTERMEDIATE

Course No. 6121 Sessions: 8 Tuesday 7:30 PM - 10:00 PM 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. (brn: 857)

HAND BUILT POTTERY & MODELLING

Course No. 6057 Sessions: 10 Monday 7:00 PM - 9:00 PM Fee:€110

A course for beginners and the experienced in the techniques of hand built pottery and modelling. All items made during the course are kiln fired and glazed. (brn: 858)

WOODCARVING

Course No. 6035 Sessions: 10 Thursday 8:00 PM - 10:00 PM Fee:€120

Additional charge of €15 for project material.

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. (brn: 859)

ORNAMENTAL GLASS (STAINED GLASS)

Course No. 6031 Sessions: 10 Monday 7:30 PM - 9:30 PM Fee:€110

Additional charge of €15 for project materials and equipment.

Suitable for total beginners and those with some knowledge of course content. Window light catchers, terrariums, window panels, lampshades, using copper foil method or lead kame. Own cutter, grozing pliers and runner essential - can be purchased in class. (brn: 860)

COOKING

BAKING & DESSERTS

Course No. 6100 Sessions: 10 Monday 7:30 PM - 9:30 PM Fee:€120

(Cost of materials extra).

Interesting and a fun experience. A hands on practical approach to baking. Learn how to bake cakes for all occasions. Party desserts, different pastries, pies, meringues & roulades and much more (brn: 901)

GUILT FREE COOKERY

Course No. 6005 Sessions: 10 Wednesday 7:30 PM - 9:30 PM Fee:€120

(Cost of materials extra)

Plan, cook and present healthy lunches, dinners and snacks with very little fat and lots of flavour and nutrients. Excellent for those who would like to loose a few pounds and get some energy back. First week will be a demonstration. (brn: 902)

TASTE FROM AROUND THE GLOBE

Course No. 6006 Sessions: 10 Thursday 7:30 PM - 9:30 PM Fee:€120

(Cost of materials extra)

This course will delight the participant with dishes from many areas of the world to include China, Mexico, Japan, Italy and France. First week will consist of a demonstration. (brn: 903)

CAKE ICING AND DECORATING

Course No. 6055 Sessions: 10 Wednesday 7:30 PM - 9:30 PM Fee:€120

(Cost of materials extra)

Learn how to make almond paste and ice your cake using sugarpaste and royal icing. Includes writing, piping, run outs, frilling and much more. The cakes will be iced to the appropriate season at the time of the course. (brn: 904)

COOKING

JOYS OF COOKING

Course No. 6052 Sessions: 10 Thursday 7:30 PM - 9:30 PM Fee:€120
(Cost of materials extra.)

Cooking for fun. Want to entertain family and friends or cook just for one? This is an easy paced practical approach to cooking. All tastes catered for includes soups and bread, stirfries, curries, pasta dishes, Irish specialities, Sunday dinner and desserts. Whether you are a complete beginner in the kitchen or want to get new ideas this is the course for you (brn: 905)

CAKE DECORATING

Course No. 6049 Sessions: 10 Tuesday 7:30 PM - 9:30 PM Fee:€120
(Cost of materials extra.)

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.) (brn: 906)

PIPING SKILLS FOR CAKE DECORATING

Course No. 6048 Sessions: 5 Monday 7:30 PM - 9:30 PM Fee:€70

Using royal icing, learn decorative piping, piped flowers using nozzles and nails, runouts, brush embroidery and writing skills. Nozzels required, cost of materials extra. (brn: 907)

GARDENING - NATURE - ANIMALS

BEE KEEPING

Course No. 6081 Sessions: 8 Thursday 7:30 PM - 9:30 PM Fee:€90

Backyard Bee Keeping is a wonderful hobby, but to many it seems surrounded by mystery. This course opens the lid of the honey bee's hive, enabling the novice beekeeper to understand this complex and fascinating world. We will explore the life cycle of the hive, what happens when the bees swarm and so much more. Join us in this course to explore just what it is that bees buzz about! Course content: Recognising bees (worker, drone, queen), The hive, Equipment, Seasons (Summer, Autumn, Winter and Spring and activities in each), Stings, Swarms, Feeding, Harvesting honey, Pests and Diseases. (brn: 951)

SPRING IN THE GARDEN

Course No. 6087 Sessions: 10 Wednesday 7:30 PM - 9:30 PM Fee:€110

Step into enjoying your garden. Plan the future for your room outside. Introduction to low maintenance planting and seasonal colour. Plant seeds and bulbs for summer splendour. Learn the art of propagation. Make your own compost. Grow organic herbs and vegetables. Choice of plants for containers and window boxes. Year round lawn care. (brn: 952)

DOG GROOMING

Course No. 6084 Sessions: 8 Thursday 7:00 PM - 8:00 PM Fee:€75

This course is for all of you who own a dog or are considering getting one. How to groom your dog, comb out knots, bathe, cut nails, check ears, teeth, when to start to groom your puppy, as well as planning visits to your vet regarding health issues or vaccinations. (brn: 953)

DOG GROOMING

Course No. 0503 Sessions: 8 Friday 10:30 AM - 11:30 AM Fee:€75

Course description as course no. 6084 above. (brn: 954)

CANINE OBEDIENCE TRAINING

Course No. 6082 Sessions: 5 Thursday 8:00 PM - 9:00 PM Fee:€70

Learn to be your dog's best friend by teaching them behaviours that will help them to live in the human world as happy and well pets. You will be given instruction by a qualified canine obedience trainer to teach your dog to consistently respond to commands such as sit, stay, lie down, come here. Includes lead walking, high five and dealing with dogs with a habit of jumping up. Participation by the dog owners is essential for effective results. (max 8 dogs in group) (brn: 955)

CANINE OBEDIENCE TRAINING

Course No. 0509 Sessions: 5 Friday 9:30 AM - 10:30 AM Fee:€70

Course description as course no. 6082 above. (brn: 956)

Learner Success Stories**START AND GROW YOUR OWN BUSINESS**

"We registered for the 'Start and grow our own business' course at **Scoil Mhuire Adult Education** in early 2018. Myself and my Kiwi husband live in New Zealand and had returned to spend some time in Clane, where I grew up. Prior to leaving New Zealand we had decided that we wanted to set up our own business. With Jason being a Security Engineer, it was a no brainer to pursue an electronic security business. The course sounded like a perfect opportunity for us, as although we knew what we wanted to do we didn't know where to start.

We found the course extremely well run and covered everything that's involved in setting up and growing a business. Each week a guest speaker come in and talk to us about their field of work, from an accountant to a web designer. We were also provided with various tools and templates that we could use. The facilitator, Johnny, a business owner himself was a wealth of knowledge which he readily and enthusiastically shared with us.

We are now back in New Zealand and into the 4th month of business. We are really pleased with where we are at and feel that the tips and tricks passed on to us by Johnny and everyone involved in the course was a huge part in getting us up and running.

I would highly recommend the course to anyone who is looking at taking that daunting step, it's well worth taking the time to get things right from the start."

Jo and Jason Whyte

JEWELLERY MAKING

"I've always had a passion for jewellery and a few years ago I attended Jewellery Classes as part of the **Adult Education courses in Scoil Mhuire**. The Course was fantastic and I learnt all the basic skills for jewellery making. My passion and confidence grew from the skills I learnt during the course.

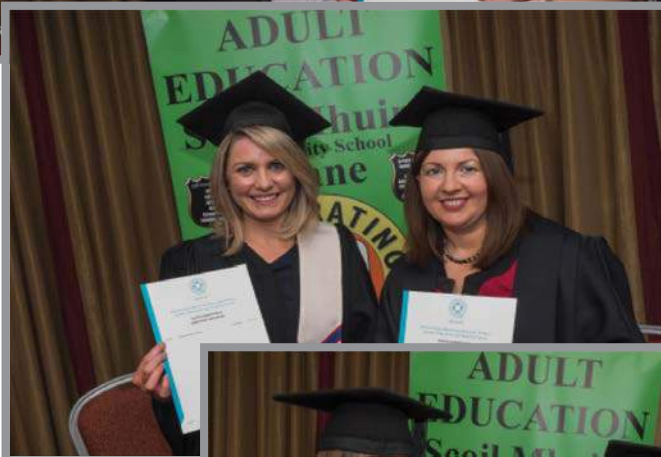
Following on from that about 3 years ago **I set up my own Jewellery Business called 'Maiden Jewels'**. Scoil Mhuire Adult Education is a marvellous outlet right on our doorstep.

I also attended 2 cookery courses and am presently doing the **Cognitive Behavioural therapy course with Rita Stanford**, which I am loving. Rita is a wonderful teacher."

Ciara Early



Scoil Mhuire Adult Education
Graduation 2018
Congratulations to all our
learners and their families.
Your Community School!





QQI AWARD

Scoil Mhuire

Professional Courses Health & Childcare

Childcare

2 Year Part Time

QQI Level 5 Award

Early Childhood Care and Education

(5M2009)

Description:

This course provides the successful learner with a nationally accredited award in the theory and practice of **Early Childhood Education and Care**. The learner will gain knowledge, skills and the competence to work independently and under supervision in a range of Early Childhood Care and Education Settings.

Entry Requirements:

Pass **Leaving Certificate** or equivalent. This requirement does not apply to mature learners.

Progression:

Early Childhood Care and Education Worker in Pre-school, Creche, Classroom Assistant, Special Needs Assistant, Children's Nanny. Successful graduates may progress to the **Early Childhood Care and Education Certificate Level 6 Award**. They are also eligible to progress to Higher education courses in Universities and institutes of Technology through the Higher Education Links Scheme (HELS).

Programme of Study:

- 5N1764 Child Development
 - 5N1770 Early Care and Education Practice
 - 5N1773 Early Childhood Education and Play
 - 5N1765 Child Health and Well-being
 - 5N1356 Work Experience
 - 5N0690 Communications
 - 5N1769 Creative Arts for Early Childhood
 - 5N1370 Social Studies
- Modules subject to change*

Health Care Assistant

2 Year Part Time

QQI Level 5 Award Healthcare Support

(5M4339)

Description:

Successful completion of this course provides a recognised qualification necessary for working as a **Health Care Assistant** in a variety of settings, including hospitals, day and residential care and the home. The course equips the carer with the knowledge and skills necessary to work in this rewarding role as a member of the care team. It is suitable for those wishing to embark on a career in caring and those already working in the sector who wish to gain a recognised qualification.

Entry Requirements:

Pass **Leaving Certificate** or equivalent. We accept application from mature students who do not meet the Leaving certificate requirement. Learners must be 18 before the commencement of the course.

Progression:

Learners who successfully complete this course will be qualified for employment as health care assistants in **hospitals, maternity care, residential care, day care centres** and **the community**. Successful graduates may progress to related health and social care courses in the Institutes of Technology through the Higher Education Links scheme by CAO application.

Programme of Study:

- 5N0758 Care Support
 - 5N1794 Safety and Health at Work
 - 5N2770 Care Skills
 - 5N0690 Communications
 - 5N1356 Work Experience
 - 5N3707 Activities of Living Patient Care
 - 5N2705 Care Provision and Practice
 - 5N2006 Nutrition
- Modules subject to change*

SPRING TERM - JANUARY 2019

New courses this term include:

- 18 Personal Training Sessions
- Beginner All Over Fitness Class - (All Fitness Levels)
- Beginner Self Defense & Combat Class - (All Fitness Levels)
- Beginner Strength & Conditioning Class - (All Fitness Levels)
- Bookkeeping: Manual and Computerised - Daytime
- Couch To 5km Class - (All Fitness Levels)
- First Steps in Web Design
- Introduction to Fashion Design
- Make-Up Artist - Introduction - Daytime
- Medical Terminology - Daytime
- MICROSOFT® Excel - Office Specialist - Daytime
- Online Business Development & Marketing
- Payroll: Manual & Computerised - Daytime
- Pilates - Daytime
- Scriptwriting
- Sign Language - Beginners
- Singing and Music Theory for Beginners
- Songwriting
- Sustainable Weight Loss Training Class - (All Fitness Levels)
- Tai Chi - Daytime
- Ukulele Improvers

Facebook Page www.facebook.com/clanesm

HOW TO FIND US

