

## GENERAL INFORMATION

**ON-LINE ENROLMENT** - You can enrol ANYTIME on-line @ [www.clanesm.com](http://www.clanesm.com) or

**BY TELEPHONE** using Visa, MasterCard or Laser card FROM Thursday 27th August 2009 9.30am - 4.30pm.

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

**ENROLMENT** will also take place in Scoil Mhuire, Clane on **Wednesday 9th September 2009** between **7.30pm & 9.30pm** and **mornings, 9.30am - 1.00pm**

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

### FETAC REQUIREMENT

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

**Further information available from [www.fetac.ie](http://www.fetac.ie)  
(Use Course Code)**

**FETAC Level 5 Component Certificate may be obtained on completion.**

## AUTUMN TERM 2009

*You can now enrol on line @ [www.clanesm.com](http://www.clanesm.com) or by telephone using Visa, MasterCard or Laser*

# ADULT EDUCATION

## Scoil Mhuire

Community School  
Clane

### Serving the Community

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

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

Ní bua go firinne

## EVENING CLASSES

### Autumn Term 2009

**All Courses will run for ten weeks unless otherwise stated**

**Mid-Term Break:** Monday 26th Oct - Friday 30th Oct 2009

## FOR FURTHER INFORMATION

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

**Email:** [claneadult@gmail.com](mailto:claneadult@gmail.com) **Website:** [www.clanesm.com](http://www.clanesm.com)

**To enrol on line log on to: [www.clanesm.com](http://www.clanesm.com)  
No extra cost**

### ENROLMENT

**BY TELEPHONE**  
**(045) 868255**  
9.30am-4.30pm (Daily)

**Also EVENING (In person)**  
**WEDNESDAY 9th Sept 2009**  
7.30pm - 9.30pm

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

### COURSES BEGIN

**Monday 21st September 2009**

**Tuesday 22nd September 2009**

**Wednesday 23rd September 2009**

**Thursday 24th September 2009**

**Friday 25th September 2009**

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

## COMPUTERS

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

### **ECDL : (European Computer Driving Licence)**

**ECDL Accredited Centre**

#### **FETAC LEVEL 5 EQUIVALENT COMPONENT**

**Course No. 1001: ECDL Automated Testing Centre**

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

Fee: €500 (€250 per term)

Complete the seven ECDL modules using automated testing to receive immediate results using the most modern testing methods. Training CD and tuition included in the course fee. Complete course will be offered over two terms Autumn 2007 and Spring 2008. A total of 50 hours tuition. The seven modules are as follows: 1) Basic Concepts of Information Technology, 2) Using a Computer and Managing Files, 3) Word Processing, 4) Spreadsheets, 5) Information Network Services, 6) Presentation & Drawing, 7) Databases/Filing Systems. Some computer experience is essential. Additional Cost - Automated Testing & Skills Card €50, Repeat Modules €10 each.

**Course No. 1002: WEB PAGE DESIGN Dreamweaver**

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

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

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

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

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

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

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

**Course No. 1005: COMPUTERS Beginners**

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

Teaches the basic concepts of MS-Word—a word processing package widely used nowadays at home and in the workplace.

**Course No. 1006: COMPUTERS Beginners**

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

**Course No. 1008: COMPUTERS Improvers**

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

Module 1: Word (to include document formatting & mail merge), Module 2: Excel (to include charts), Module 3: Access (to include setting up & using forms), Module 4: PowerPoint, Module 5: Using the Internet, Module 6: Setting up & using Email (using Hotmail).

**Course No. 1009: COMPUTERS Improvers**

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

**Course No. 1010: AUTOCAD**

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

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

**Course No. 1012: KEYBOARD SKILLS & WORD-PROCESSING**

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

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

## COMPUTERS (Continued)

*You can now enrol on line @ [www.clanesm.com](http://www.clanesm.com) or by telephone using Visa, MasterCard or Laser*

**Course No. 1021: Digitalcrea8or**

Sessions: 20 **Thursday** 7.30pm-10.00pm

Fee: €480 (€240 per term)

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

**Course No. 1020: IC3: (Internet & Computing Core Certification)**

**SCOIL MHUIRE - A Microsoft® IT Academy Automated Testing Centre**

Sessions: 20 **Monday** 8.00pm – 10.00pm

Fee: €420 (€210 per term)

Microsoft certification that demonstrates basic computer and internet skills. Take three forty five minute exams in Computing Fundamentals, Key Applications, Living Online. Advance to become a Microsoft specialist / expert. See [www.prodigy.ie](http://www.prodigy.ie) for more information.

**Course No. 1013: MICROSOFT® OFFICE SPECIALIST EXCEL CERTIFICATE (Level 1)**

**SCOIL MHUIRE - A Microsoft® IT Academy Automated Testing Centre**

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

Fee: €200

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

**Course No. 1019: MICROSOFT OFFICE PUBLISHER**

Sessions: 10 **Tuesday** 8.00pm-10.00pm **Fee:** €120

Learn how to design publications; build your BRAND with flyers, brochures, newsletters and more. Use basic design techniques for professional looking results. Create impressive layouts using ready-made templates. Grab their attention with text effects, graphics and media clips.

**Course No. 1015: SOLID WORKS (PARAMETRIC CAD)**

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

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

**Course No. 1020: CLEVER CASH MANAGEMENT**

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

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

**Course No. 1016: DIGITAL PHOTOGRAPHY**

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

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

**Course No. 1017: DIGITAL PHOTOGRAPHY**

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

## BUSINESS

*You can now enrol on line @ [www.clanesm.com](http://www.clanesm.com) or by telephone using Visa, MasterCard or Laser*

**Course No. 8010: BOOKKEEPING: Manual & Computerised**

**Sessions: 20** Monday 7.30pm -10.00pm **Fee: €400** (€200 per term)  
This is a course in both Manual and Computerised Bookkeeping. FETAC Level 5 Component Certificate will be available upon completion of both Term 1 Autumn 2008 (Manual Bookkeeping) and Term 2 Spring 2009 (Computerised Bookkeeping) using TAS Books. The course will appeal to those considering self employment or working (or intending to work) as a Book-Keeper. (Memory stick required)

**Course No. 3006: COMPUTERISED PAYROLL**

**Sessions: 10** Wednesday 7.30pm -10.00pm **Fee: €200**  
This course will provide you with the skills necessary to maintain payroll records for small to medium sized businesses using THESAURUS PAYROLL It will include a brief outline of payroll fundamentals, the Revenue System, PAYE, PRSI. Please note there are no exams. (Memory stick required)

**Course No. 8011: PAYROLL: Manual & Computerised**

**Sessions: 20** Thursday 7.30pm -10.00pm **Fee:€400(€200per term)**  
This course will provide you with the knowledge and skills necessary to maintain payroll records for small to medium sized businesses covering terminology, calculations and the production of statutory reports. Sage Quickpay used. Course runs over two terms, Autumn 2008 and Spring 2009. FETAC Level 5 Component Certificate may be obtained on completion of second term. (Memory stick required)

**CourseNo. 3012: HR COMPLIANCE FOR SMALL BUSINESSES**

**Sessions: 10** Tuesday 8.00pm-10.00pm **Fee: €110**  
The 'HR Compliance for Small Businesses' programme takes an innovative approach to understanding business owners needs whilst equipping participants with knowledge and practical tools to assess their compliance in terms of employment law and HR best practice. It presents the information in a concise and logical format, with practical templates, checklists etc provided. Following the programme participants will :

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

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

**Course No. 3008: INTRODUCTION TO LAW**

**Sessions: 10** Monday 8.00pm-10.00pm **Fee: €120**  
Topics covered include: Sources of Law, Division of Law — Constitutional, Civil, Criminal, Family, etc. The Courts Structure & Legal Personnel, The Law of Negligence— Employers Liability, Occupiers Liability Trespass & the Law of Defamation. Contract & Consumer Law, Sale of Goods & Supply of Services Legislation, Employment Law — Unfair Dismissals, Maternity Protection, Employment Equality Holiday entitlements, Provisions for Part-time workers etc. Wills & Succession. Tutor is a practising Solicitor.

**Course No. 3005: COMPUTERISED ACCOUNTS**

**Sessions: 20** Tuesday 7.30pm -10.00pm **Fee: €200**  
Computerised Bookkeeping using TAS Books. (Memory stick required)

**Course No. 3001: START & RUN YOUR OWN BUSINESS**

**Sessions: 10** Thursday 8.00pm-10.00pm **Fee: €110**  
The Entrepreneur, Sourcing of Funds, Start up alternatives, Preparing & understanding a Business Plan & Cash Flow Projection, Legal Structure, Taxation, Premises (incl. Planning Permission), Insurance, Health & Safety, Frequently asked Questions, Quality.

## LEAVING CERT. SUBJECTS

**All students must complete Form E10 for State Examinations Commission in order to sit Leaving Certificate Examination in June 2010**

**Course No 2010 LEAVING CERT ORAL IRISH**

**Sessions: 15** Wednesday 7.30pm - 9.30pm **Fee: €350**  
Gaeilge don Scrúdú Béil: Preparation for the oral Irish exam at Leaving Cert. Suitable for both pass and honours students. Focus on conversation, exam preparation and some aspects of grammar. Course will run over autumn term 2009 and part of spring term. 2010.

**Course No. 2002: LEAVING CERT MATHS**

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

**Course No. 2003: LEAVING CERT BIOLOGY (Honours)**

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

**Course No. 2004: LEAVING CERT IRISH (Honours)**

**Sessions: 20** Tuesday 7.30pm-9.30pm **Fee: €300**

**Course No. 2007: LEARNING SKILLS**

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

## LANGUAGES

**Course No. 4001: SPANISH Beginners**

**Sessions: 10** Thursday 8.00pm-10.00pm **Fee: €110**  
An introduction to Spanish language and culture in a relaxed atmosphere, covering everyday situations, with emphasis on pronunciation and oral practice. Just the course to get you started. (Starts one week late Oct 4th)

**Course No. 4002: SPANISH Improvers**

**Sessions: 10** Monday 8.00pm-10.00pm **Fee: €110**  
For those who have taken a Basic Course in Spanish. (Starts one week late Oct 1st)

**Course No. 4003: CONVERSATIONAL IRISH**

**Sessions: 10** Monday 8.00pm-10.00pm **Fee: €100**  
Expand on your 'Cúpla Focal' in a relaxed and friendly environment.

**Course No. 4004: CONVERSATIONAL IRISH Improvers**

**Sessions: 10** Tuesday 8.00pm-10.00pm **Fee: €100**

**Course No. 4005: ENGLISH AS A SECOND LANGUAGE**

**Sessions: 10** Wednesday 8.00pm-10.00pm **Fee: €100**

**Course No. 4008: CONVERSATIONAL FRENCH**

**Sessions: 10** Monday 8.00pm-10.00pm **Fee: €110**  
This course is suitable for those interested in improving their spoken French, especially when going on holiday.

**Course No. 4009: FRENCH Beginners**

**Sessions: 10** Wednesday 8.00pm-10.00pm **Fee: €110**  
This course is suitable for beginners. Prepare for your holiday in France, move on to Conversational French next term.

**Course No. 4010: ITALIAN Beginners**

**Sessions: 10** Tuesday 8.00pm-10.00pm **Fee: €110**  
Enjoy learning Italian, discovering something new about Italy and her people.

**Course No. 4011: ITALIAN Improvers**

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

**Course No. 4012: GERMAN Beginners**

**Sessions: 10** Tuesday 8.00pm -10.00pm **Fee: €110**  
Learn a new language and dip into the customs of German speaking countries.

**Course No. 4013: SIGN LANGUAGE Beginners**

**Sessions: 10** Tuesday 7.30pm-9.30pm **Fee: €100**  
This Course is suitable for beginners learning Irish Sign Language (ISL).

## HEALTH & FITNESS

- Course No. 5001: SALSA DANCING**  
**Sessions: 10** Monday 9.00pm - 10.00pm **Fee: €70**  
 Lets Salsa! Learn to dance with this fun latin dance. No partner required.
- Course No. 5002: BELLY DANCING (for Ladies)**  
**Sessions: 10** Thursday 9.00pm - 10.00pm **Fee: €70**  
 How to move in mysterious ways. The Art of authentic Eastern Dance. A fun way to lose weight and stay in good shape.
- Course No. 5003: BALLROOM & LATIN AMERICAN DANCING**  
**Sessions: 10** Monday 8.00pm-9.00pm **Fee: €70**  
**Beginners** - Salsa, Swing, Samba, Jive, Waltz & Cha Cha.
- Course No. 5006: ADULT HIP HOP**  
**Sessions: 10** Tuesday 9.00pm - 10.00pm **Fee: €70**  
 Basic style of American Hip Hop.
- Course No 5080. : ROCK & ROLL DANCE**  
**Sessions: 10** Wednesday 8.30pm - 10.00pm **Fee: €90**  
 If you know a few basic steps and you love dancing you will learn to mone with the music. Some may wish for advice towards rock & roll competition.
- Course No. 5026: LINE DANCING - Beginners/Improvers**  
**Sessions: 10** Thursday 8.30pm -10.00pm **Fee: €100**  
 All welcome with Leanne—never too young, never too old.
- Course No. 5036 IRISH SET DANCING**  
**Sessions: 10** Wednesday 7.00pm-9.00pm **Fee: €110**  
 By a Professional Tutor who has given workshops in Barcelona, Milan, Paris and USA.
- Course No. 5037: DANCE & MOVEMENT**  
**Sessions: 10** Tuesday 8.00pm-9.00pm **Fee: €70**  
 Introductory course to Dance and Movement by Miranda Linden incorporating all styles, Waltz, Jive, Rumba, Samba, Cha Cha, Salsa, Hip Hop. A fun and fantastic way to get fit.
- Course No. 5008: TAI CHI**  
**Sessions: 10** Wednesday 8.30pm-10.00pm **Fee: €90**  
 Tai Chi translates as “10,000 things” or “everything in the universe”. Originally derived from Martial Arts, the slow graceful movements in places reflect the natural movements of the animals and birds, as symbols or “pictures”, designed to focus the mind and breathing through a complex series of executions. Although it retains its fighting applications, it is practised for improving one’s health, concentration and mind / body co-ordination. Tai Chi facilitates a wakeful relaxation and shows one how to constantly have a reserve of mind & body energy available.
- Course No. 5009: TAG RUGBY for All**  
**Sessions: 10** Thursday 8.30pm-10.00pm **Fee: €90**  
 Improve your fitness and enjoy rugby indoors at the same time. Relive your old glory days. All Ladies & Gentlemen welcome.
- Course No. 5083: TAG RUGBY FOR IMPROVERS**  
**Sessions: 10** Thursday 7.00pm-8.30pm **Fee: €90**
- Course No. 5010: CIRCUIT TRAINING 50/50 COMBO**  
**Sessions: 10** Monday 7.00pm -8.00pm **Fee: €70**  
 Enjoyable exercise class covering all aspects and suitable for all levels of fitness in men and women. Excellent way to burn off those calories combining toning and cardio.
- Course No. 5035: AEROBICS n’ Tone**  
**Sessions: 10** Monday 8.30pm-9.30pm **Fee: €70**  
 Raise the heart-rate, enjoy an aerobic work-out which burn those troublesome calories and helps tone from head to toe. Followed by a variety of body resistance exercises to give the body definition. Incorporates various fitness levels. Cool down as your body’s heart-rate returns to normal. (Qualified Instructor), (Bring mat & bottle of water).

## HEALTH & FITNESS (Continued)

*You can now enrol on line @ [www.clanesm.com](http://www.clanesm.com) or by telephone using Visa, MasterCard or Laser*

- Course No. 5011: INTRODUCTION TO NLP**  
**Sessions: 10** Wednesday 8.00pm-10.00pm **Fee: €150**  
**Neuro Linguistic Programming**—Make LONG LASTING changes in your life. Learn how to get your mind and body synchronised and working in harmony together. This will enable you to make the changes necessary to take the STRUGGLE out of decision-making. Once and for all, you can learn to end the internal conflict that disables you on a regular basis. Develop skills necessary to build your own mind machine. Change destructive beliefs to doubts and replace them with valuable beliefs. You can dissolve your problems and begin to focus on your future possibilities.
- Course No. 5012: CHINESE MEDICINE**  
**Sessions: 10** Tuesday 7.30pm -9.30pm **Fee: €110**  
 Improve your life with Chinese Medicine. This course will give you the basic knowledge to introduce Chinese Medicine into your life. Simple techniques covering Acupressure, diet, meditation and gentle exercises. Suitable for all ages. A fun, relaxing and enjoyable course.
- Course No. 5013: PARENTING SKILLS**  
**Sessions: 10** Thursday 8.00pm -10.00pm **Fee: €110**  
 To promote awareness and psychological well-being of parents and their children. Childhood developmental stages, from early childhood to adolescence. Communication and effective discipline.
- Course No. 5014: REIKI**  
**Sessions: 10** Tuesday 8.00pm-10.00pm **Fee: €150**  
 Reiki alleviates stress, promotes healing on a physical, mental and emotional level. In this course you will be attuned to the frequency of this energy and your chakras or major energy centres are opened to facilitate the flow and enable you channel this energy into yourself and others.
- Course No. 5015: TAKE CONTROL OF YOUR LIFE**  
**Beginners - Part 1**  
**Sessions: 10** Monday 8.00pm-10.00pm **Fee: €150**  
 On this course you will learn how to master your emotions, pinpoint problems and develop essential skills to lead a more relaxed and fulfilling life - Stress Management; Dealing with Depression; Become more Self Confident; Assertiveness; Time Management; Improving Relationships; Self-Care. Tutor: Cathy Breslin.
- Course No. 5017: INTRODUCTION TO MASSAGE/ REFLEXOLOGY**  
**Sessions: 10** Wednesday 8.00pm -10.00pm **Fee: €110**  
 If you are interested in massage/reflexology, this course will give you an insight into how it can be used in the home and on a professional basis.
- Course No 5023 : PRACTICAL FIRST AID**  
**Sessions: 4** Thursday 7.00pm -10.00pm **Fee: €80**  
 Practical First Aid is a 12 hour course certified by the Red Cross which covers Accident Scene Management, Bleeding, Respiratory Problems, CPR, Unconsciousness, Fractures & soft tissue injuries, Burns & Scalds and Medical Emergencies. The course is very much based on practical work rather than theory and is taught with the use of workbooks which chart the participants skills. (Workbook and Certificate €11 extra)
- Course No 5081 : PRACTICAL FIRST AID**  
**Sessions: 4** Thursday 7.00pm -10.00pm **Fee: €80**  
 Starting November 5th 09.. ( workbook and certificate €11 extra)

## HEALTH & FITNESS (Continued)

You can now enrol on line @ [www.clanesm.com](http://www.clanesm.com) or by telephone using Visa, MasterCard or Laser

- Course No. 5020: INTRODUCTION TO NAILS**  
**Sessions: 10** Thursday 8.00pm-10.00pm **Fee: €110**  
 Enjoy the art of Nail Technology. This course will demonstrate Manicure, French Polish, Gel Overlays, White Tips, Acrylic Extensions and Nail Art using coloured paints, diamonds and simple designs.
- Course No. 5027: MAKE UP ARTIST—INTRODUCTION**  
**Sessions: 10** Monday 8.00pm -10.00pm **Fee: €110**  
 Skin types and conditions, mini facials, patch testing, tinting, choosing correct foundation, colour corrective products, concealing blemishes, contouring / highlighting & shading, blushers and bronzers. Day, evening and special occasion make up, bridal make up, make up for the mature woman. (Cost of materials extra).
- Course No 5083 HOLISTIC LIVING FOR TODAY**  
**Sessions: 10** Thursday 7.30pm - 9.30pm **Fee: €110**  
**Balance Mind, Body and Spirit in living the life you were designed to live. Utilising Psychology, I.E.T, Hypnotherapy, Angelic energies and the Laws of Mankind to understand the past and create a better future.**
- Course No 5082 EFFECTIVE PERSONAL GOAL SETTING**  
**Sessions: 10** Wednesday 8.00pm - 10.00pm **Fee: €110**  
 On this course you will learn some powerful tools to help you achieve your own personal goals and gain a positive prospective on your life. You will learn how your conscious and sub-conscious mind works, how your thoughts, beliefs and attitudes affect your life. You will learn that by setting your personal goals as a positive statement of intent you can achieve the future you want. You will look at various tools that help you focus on these goals and through this focus you will recognise opportunities that will help you achieve your goals. You will learn how using a vision board will help you focus on your goals and reinforce your achievements.
- Course No. 5030: INTRODUCTION TO CRYSTALS**  
**Sessions: 10** Thursday 8.00pm –10.00pm **Fee: €110**  
 Discover the unique healing qualities of crystals and gemstones. Learn how to use them to heal yourself and your home. On completion you will be able to Cleanse, Activate, Programme and Change them.
- Course No. 5032: BEAUTY THERAPY**  
**Sessions: 10** Tuesday 8.00pm -10.00pm **Fee: €110**  
 Cleansing, deep cleansing, facial treatments, make-up applications, fake tan applications, eye brow trim, eye lash tinting, waxing, manicures & pedicures, stress massage.
- Course No. 5033: ANGEL HEALING AND THERAPY**  
**Sessions: 8** Wednesday 8.00pm – 10.00pm **Fee: €100**  
 Learn how to invoke, communicate and heal with angels and ark angels.
- Course No. 5038: YOGA Improvers**  
**Sessions: 10** Tuesday 8.30pm-10.00pm **Fee: €80**  
 How to combat stress & tension through deep-breathing, exercises, relaxation & meditation. Learn how to align your body mind and spirit to increase your sence of well being and health. Please bring your own mat or rug.
- Course No. 5039: YOGA**  
**Sessions: 10** Wednesday 7.00pm-8.30pm **Fee: €80**
- Course No. 5040: YOGA**  
**Sessions: 10** Wednesday 8.30pm-10.00pm **Fee: €80**
- Course No. 5041: YOGA**  
**Sessions: 10** Thursday 7.00pm-8.30pm **Fee: €80**
- Course No. 5042: YOGA**  
**Sessions: 10** Thursday 8.30pm-10.00pm **Fee: €80**

## HEALTH & FITNESS (Continued)

You can now enrol on line @ [www.clanesm.com](http://www.clanesm.com) or by telephone using Visa, MasterCard or Laser

- Course No. 5043: CALLANETICS**  
**Sessions: 10** Thursday 8.00pm-9.00pm **Fee: €70**  
 Floor exercises, fitness, tummy and thigh routines, resulting in inch loss and body toning.
- Course No. 5044: PILATES**  
**Sessions: 10** Thursday 9.00pm-10.00pm **Fee: €90**  
 Invigorates the mind, develops core muscle strength, relieves stress and back pain, improves balance and co-ordination. Will leave you looking toned and revitalised. Beginners: Move on to next level (FOLLOW-ON): Then to Improvers. (Limited number in class).
- Course No. 5045: PILATES FOLLOW-ON**  
**Sessions: 10** Thursday 7.00pm-8.00pm **Fee: €90**  
 Beginners: Move on to next level (FOLLOW-ON): Then to Improvers.
- Course No. 5046: PILATES Improvers**  
**Sessions: 10** Thursday 8.00pm-9.00pm **Fee: €90**
- Course No. 5047: PILATES**  
**Sessions: 10** Wednesday 8.00pm-9.00pm **Fee: €90**
- Course No. 5048: PILATES**  
**Sessions: 10** Wednesday 9.00pm-10.00pm **Fee: €90**
- Course No. 5049: PILATES**  
**Sessions: 10** Wednesday 7.00pm-8.00pm **Fee: €90**

## HOBBIES & LEISURE

- Course No 6084 DOG GROOMING**  
**Sessions: 10** Monday 7.00pm - 9.00pm **Fee: €110**  
 This course is for all whether you own a dog or are considering getting one. Learn how to comb your dog, brush out knots, bathe, cut nails, check ears, teeth when to start to groom your puppy, visits to your vet etc. general health issues.
- Course No 6085 TAROT FOR BEGINNERS**  
**Sessions: 10** Monday 7.00pm - 9.00pm **Fee: €110**  
 Learn the ancient art of the Tarot, learn how to read and use the Tarot and know what the future holds. Know the secret symbols that have fascinated scholars for centuries.
- Course No 6086 PSYCHIC DEVELOPMENT**  
**Sessions: 10** Wednesday 7.00pm - 9.00pm **Fee: €110**  
 Everyone is born with the ability to communicate with spirit guides, not everyone knows the way to unlock this ability and use it. This course will show you how easy it is to communicate with your guide and also, develop and use your own psychic gifts.
- Course No 6087 UNDERSTANDING WEATHER**  
**Sessions: 8** Monday 7.00pm - 9.00pm **Fee: €100**  
 How geographical location influences our weather and climate. How the sun's heat causes our weather. The Atmosphere: Airmasses, Weather Maps, Fronts, High Pressure/Low Pressure, Clouds, Precipitation, Thunderstorms. Weather Satellites/ Radar. Global warming.
- Course No. 6074 GREAT NOVELS**  
**Sessions: 10** Monday 8.00pm -10.00pm **Fee: €110**  
 This course offers an overview of some of the classic novels which we may have read or may be planning to read 'someday'. Structed as a series of talks and discussions we will explore novels by Tolstoy, James, Austen, Melville, Dostoevsky and others.

## HOBBIES & LEISURE (Continued)

You can now enrol on line @ [www.clanesm.com](http://www.clanesm.com) or by telephone using Visa, MasterCard or Laser

**Course No. 6001: MEDITATION / SELF AWARENESS**

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

Self discovery, a journey to becoming successful using various powerful meditation techniques.

**Course No. 6002: INDIAN HEAD MASSAGE**

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

Introduction to Indian Head Massage.

**Course No. 6004: ENERGY EFFICIENCY (endless savings)**

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

How to get the most out of your existing systems:

- ◆ Lighting
- ◆ Heating Systems
- ◆ Water Heating
- ◆ Building Insulation
- ◆ The Energy Market
- ◆ Energy Costs

**Course No. 6005: THE KITCHEN GARDEN**

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

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

**Course No 6098 THE GARDENING YEAR**

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

Make the best use of your garden. This course follows the development of the garden through the year. It describes the ornamental and practical uses of the space around your home. It will include an introduction to design, choice of plants, the wildlife garden, the kitchen garden and many other aspects of your garden.

**Course No. 6026: BASIC GARDEN PLANNING & DESIGN**

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

Design/Re-design your own garden, understand plant nomenclature. Learn the short cuts to low maintenance.. Lawn care and how to maintain a colourful garden all year. General garden tips and advice

**Course No. 6062: WINE TASTING & APPRECIATION**

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

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

**Course No. 6063: CREATIVE WRITING**

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

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

**Course No. 6064: FREELANCE WRITING**

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

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

**Course No. 6065: CAR MAINTENANCE**

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

An introductory course to Car Maintenance encompassing the basic day to day care of your car, preparing for the NCT and dealing with common minor breakdowns. The Result? A car maintained in peak condition, giving you peace of mind.

**Course No 6091 BRIDGE**

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

Learn a new hobby and have a good night out.

## HOBBIES & LEISURE (Continued)

You can now enrol on line @ [www.clanesm.com](http://www.clanesm.com) or by telephone using Visa, MasterCard or Laser

**Course No. 6008: PERSONAL GROWTH / DEVELOPMENT**

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

Identify and achieve what you really want in life! Find the confidence and conviction to make the changes that are necessary. Unlock individual potential to achieve higher levels of performance in personal life and career.

Dealing with change: Motivation: Goal setting: Exploring values and beliefs: Dealing with stress: Time / Self management: Identifying fears.

**Course No. 6011: MANAGING CHALLENGING BEHAVIOUR**

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

Techniques and Strategies for Parents and Carers of Children up to Adolescents. Challenging behaviours are a topic and demanding concern for Parents and Caregivers of Children today. For many reasons inappropriate or challenging behaviours can become a pressing concern for many families, who are unaware of how to really cope and know exactly what interventions or strategies to use in combating these behaviours.

**Course No. 6067: SOUND ENGINEERING & MIXING TECHNIQUES**

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

Learn about live sound and studio production techniques: Live sound setups; Microphone choice and positioning for studio; Microphone positioning for live sound; Tuning PA systems; Professional Studio setup; Basic acoustics and live sound acoustics; Recording and mixing techniques.

**Course No 6097 JEWELLERY MAKING**

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

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

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

**Course No 6070 : LIFESKILLS**

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

Lifeskills is based on the knowledge that the mind and body are closely intertwined and reflect each other. This course is aimed at showing you gentle methods of relaxation/ meditations, gentle exercises to simple techniques which are manageable in everyone's everyday life, helping you manage your stress, reducing and relieving everyday tension, managing pain, promoting relaxation, good health and well-being.

**Course No 6090 SPEAKING WITH CONFIDENCE**

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

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

**Course No 6093 BOGS AND FENS OF IRELAND**

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

Bogs and fens are wetlands of stunning beauty, startling colours and spectacular wildlife. Explore the flora and fauna, habitats, archaeology and conservation of Ireland's bogs and fens on this special eye-opening course. Learn with experts from the Irish Peatland Conservation Council through an exciting programme of powerpoints, practical workshops and field studies. A daylong field trip will be optional, to three sites in the Irish Midlands to study bog formation from open water, through fen to raised bog.

**Course No 6092 INTRODUCTION TO NAVIGATION**

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

The course will include the reading of ordinance survey maps, the calculation of distance to cover, height gain and time required as well as the use of compass and a navigator's GPS. There will be an emphasis on land navigation, but sea navigation may also be introduced.

## HOBBIES & LEISURE

You can now enrol on line @ [www.clanesm.com](http://www.clanesm.com) or by telephone using Visa, MasterCard or Laser

- Course No. 6012: ASTRONOMY**  
**Sessions: 10**      **Wednesday**      8.00pm-10.00pm      **Fee: €110**  
 This introductory course is aimed at the casual stargazer and the enthusiastic beginner, designed to build the first steps from a passive interest to active participation in the fascinating study of the night sky.
- Course No 6082. : WOVEN ART TEXTILES**  
**Sessions: 10**      **Tuesday**      7.30pm-9.30pm      **Fee: €110**  
 From simple blocks of flat woven colour to rich textured landscapes. Learn to paint with wool. Blend yarn like mixing paint to create beautiful tapestries of any scene or design.
- Course No. 6014: FLOWER ARRANGING**  
**Sessions: 10**      **Wednesday**      7.30pm-9.30pm      **Fee: €110**  
 Learn the skills of flower arranging in a relaxing and therapeutic atmosphere. Create your own arrangement of fresh flowers.
- Course No. 6075: WEDDING FLOWERS**  
**Sessions: 10**      **Thursday**      7.30pm-9.30pm      **Fee: €190**  
 Intensive Course covering aspects of Bouquet Design and Method, Floral Accessories, ie. Buttonholes, Corsage, Cake Top, Head-Dress etc. (Limited places available.)
- Course No. 6016: CURTAIN MAKING Beginners**  
**Sessions: 8**      **Tuesday**      7.30pm-10.00pm      **Fee: €110**  
 An introduction to curtain making, with a difference, simple sew solutions and no sew solutions to the problem of covering your windows - curtains, pelmets, tie-backs, cushions. If you can hold a sewing needle you will succeed with this course.
- Course No. 6017: CURTAIN MAKING Improvers**  
**Sessions: 8**      **Wednesday**      7.30pm-10.00pm      **Fee: €110**
- Course No. 6018: CRAFTS FOR ALL "Christmas Special"**  
**Sessions: 10**      **Thursday**      8.00pm-10.00pm      **Fee: €110**  
 Make a range of Christmas decorations and gifts for yourself, family or friends. No creative skills required, all will be explained.
- Course No. 6019: CROCHET to DESIGNER WEAR**  
**Sessions: 10**      **Monday**      7.30pm-9.30pm      **Fee: €110**  
 Why not try your hand at crochet, or improve your crochet skills. Crochet is so trendy right now. Learn to make your own summer tops, ponchos or baby wear. You will get hooked once you start!  
**CLASS REQUIREMENTS:** 1 crochet hook size 4mm and 1 ball of yarn, double knitting.
- Course No. 6021: PRACTICAL INTERIOR DESIGN**  
**Sessions: 10**      **Wednesday**      8.00pm-10.00pm      **Fee: €110**  
 Realistic interior design course. By the end of the course everyone should have redesigned one room in their home and covered enough information to work alone on the other rooms.
- Course No . 6071: COLOUR ME BEAUTIFUL COLOUR & STYLE**  
**Sessions: 5**      **Thursday**      8.00pm -10.00pm      **Fee: €90**  
 Discover your colours to help you look younger, healthier & brighter and the secret of how to wear them. Your key styles of clothes to suit your body shape and guarantee a perfect fit and a slimmer silhouette every time. Find which make-up shades suit you naturally. (Limited numbers)  
 Course is relaxed, fun and informative. Ideal for women to socialise in the community.
- Course No . 6088: COLOUR ME BEAUTIFUL COLOUR & STYLE**  
**Sessions: 5**      **Thursday**      8.00pm -10.00pm      **Fee: €90**  
 STARTING NOVEMBER 2ND. (Limited numbers)

## HOBBIES & LEISURE (Continued)

You can now enrol on line @ [www.clanesm.com](http://www.clanesm.com) or by telephone using Visa, MasterCard or Laser

- Course No. 6024: GOLF FOR BEGINNERS / IMPROVERS**  
**Sessions: 8**      **Thursday**      7.30pm-9.30pm      **Fee: €100**  
 Suitable for beginners and refreshers. Some classes will be held in Kerdiffstown Driving Range, Sallins.
- Course No. 6025: EXPLORING THE SHORT STORY**  
**Sessions: 10**      **Monday**      6.30pm -8.00pm      **Fee: €110**  
 This course examines short stories from around the world exploring aspects of home and dislocation. Students learn critical skills through reading a selection of works from Ireland, India, Russia, Canada and other locations.
- Course No. 6027: INTRODUCTION TO PSYCHOLOGY**  
**Sessions: 10**      **Tuesday**      8.00pm-10.00pm      **Fee: €110**  
 A ten week course introducing you to the area of Psychology. Course includes subjects such as Personality, Emotion, Abnormal behaviour, Cognition, Perception and Social Psychology.
- Course No. 6028: INTRODUCTION TO COUNSELLING**  
**Sessions: 10**      **Monday**      8.00pm-10.00pm      **Fee: €110**  
 This course offers an introduction to basic counselling skills & practice. The focus will be on experiential learning through group interaction and participation. It aims to provide a foundation for those interested in pursuing further studies in the field and is also suitable for Parents, Teachers and Care Workers. Course given by Qualified Counsellor.
- Course No. 6030: CREATIVE PHOTOGRAPHY & TECHNIQUES**  
**Sessions: 10**      **Tuesday**      8.00pm-10.00pm      **Fee: €110**  
 Start taking great pictures! Master the workings of your digital camera Understand composition and exposure and improve your portraits, landscapes, still-life and much more. For beginners and improvers.
- Course No. 1016: DIGITAL PHOTOGRAPHY**  
**Sessions: 10**      **Thursday**      7.00pm-8.30pm      **Fee: €120**  
 Introduction to use and workings of your digital camera. Learn about software applications.
- Course No. 1017: DIGITAL PHOTOGRAPHY**  
**Sessions: 10**      **Thursday**      8.30pm-10.00pm      **Fee: €120**
- Course No. 6031: STAINED GLASS WINDOW PANELS**  
**Sessions: 10**      **Monday**      8.00pm-10.00pm      **Fee: €110**  
 Learn the age-old technique of Stained Glass to create your own leaded panel for a window, kitchen unit, cabinet etc. Course will include glass-cutting, leading & basic design. Suitable for total beginners and those with some knowledge of course content.
- Course No. 6072: DRESSMAKING (BEGINNERS)**  
**Sessions: 10**      **Wednesday**      7.30pm -9.30pm      **Fee: €150**  
 You will be taught how to make a garment that you can wear yourself. You will be guided in every aspect of dressmaking, starting from buying your own pattern and learning how to cut it to your size, how to read and follow pattern instructions. Choose the fabric and cut and match it.  
 Step by step you will be shown how to assemble your garment. Also you will be shown how to set-up and work a domestic sewing machine.
- Course No. 6073: DRESSMAKING (IMPROVERS)**  
**Sessions: 10**      **Monday**      7.30pm -9.30pm      **Fee: €150**  
 This course can be taken by anyone who is already familiar with assembling garments from patterns. It will encourage you to be creative, using more complicated designs from patterns of your choice, e.g. a dress, top and skirt, or trousers, using more sophisticated fabrics.  
 You will be introduced to a 'Domestic Over Locker', which is a sewing machine used to make garments look more professionally 'finished off'. This will enable you to practise and become a more confident and competent dressmaker.

## HOBBIES & LEISURE (Continued)

You can now enrol on line @ [www.clanesm.com](http://www.clanesm.com) or by telephone using Visa, MasterCard or Laser

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

## HOBBIES & LEISURE (Continued)

You can now enrol on line @ [www.clanesm.com](http://www.clanesm.com) or by telephone using Visa, MasterCard or Laser

- Course No. 6045: TENOR BANJO / MANDOLIN**  
Sessions: 10 Thursday 7.30pm-9.30pm Fee: €110  
Become the next Gerry O'Connor! Learn how to play traditional Irish tunes (jigs and reels) on Tenor Banjo or Mandolin. Suit beginners, novices or floundering fiddlers!
- Course No. 6046: KEYBOARD - PIANO**  
Sessions: 10 Tuesday 7.00pm – 8.00pm Fee: €90  
An introduction to Keyboard—Piano Skills. Learn to play your favourite tunes. This course is suitable for beginners and experienced.
- Course No. 6047: SINGING**  
Sessions: 10 Tuesday 8.00pm—10.00pm Fee: €110  
An opportunity to learn traditional songs in English and Irish. The classes will increase your repertoire of songs and allow you to develop a traditional, unaccompanied style of singing. Songs taught would be suitable for competitions in Fleadhs, Scor na Oige, Feiseanna and humorous/ballad songs heard in the local! The classes will introduce you to ornamentation, phrasing and the art of liling (Diddling and tune) and introduce you to regional styles of singing.
- Course No. 6049: CAKE DECORATING**  
Sessions: 10 Tuesday 8.00pm – 10.00pm Fee: €110  
Learn how to get the professional finish in Cake Decorating. Using Sugar Paste many different techniques taught e.g. frills, ribbon insertion and flower craft etc. Also piping work in royal icing. All levels catered for. The aim of the course is to finish with new skills and confidence in Cake Decorating. (Cost of materials extra.)
- Course No. 6051: JOYS OF COOKING**  
Sessions: 10 Wednesday 7.30pm-9.30pm Fee: €110  
A practical class to learn to cook with confidence. Entertain with ease from pasta dishes, stir fries, Sunday lunch, desserts etc.
- Course No. 6052: JOYS OF COOKING**  
Sessions: 10 Thursday 7.30pm-9.30pm Fee: €110
- Course No. 6053: HEALTHY COOKING FOR A HEALTHY LIFE**  
Sessions: 10 Monday 7.30pm-9.30pm Fee: €110  
Cook healthy alternatives for yourself and your family, using organic and locally produced ingredients. Recipes include super soups, spectacular sauces, beautiful beef dishes and mouth watering vegetarian dishes.
- Course No 6081: COOKING WITH A FRENCH TWIST**  
Sessions: 10 Thursday 7.30pm - 9.30pm Fee: €110  
The aim of the course is to teach traditional French dishes from starter to desert, directed by our French Chef.
- Course No. 6054: TASTES FROM AROUND THE WORLD**  
Sessions: 10 Wednesday 7.30pm-9.30pm Fee: €110  
Introductory course showcasing authentic dishes from around the world. Ingredients used are easily sourced and the recipes are simple to follow. Includes tastes from China, Italy, Switzerland, India and Spain.
- Course No. 6055: CAKE ICING AND DECORATING**  
Sessions: 10 Wednesday 7.30pm-9.30pm Fee: €110  
Learn how to ice and decorate your Christmas Cake, Wedding Cake or that special occasion cake! (Cost of materials extra.)
- Course No. 6050: CAKE DECORATING- SUGARCRAFT**  
Sessions: 10 Monday 7.30pm - 9.30pm Fee: €110  
Learn how to make those sugarcraft flowers, leaves and sprays for wedding, anniversary or special occasion cakes.

## HOBBIES & LEISURE (Continued)

You can now enrol on line @ [www.clanesm.com](http://www.clanesm.com) or by telephone using Visa, MasterCard or Laser

**Course No. 6057: HAND BUILT POTTERY & MODELLING**

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

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

**Course No. 6058: OIL PAINTING**

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

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

**Course No. 6059: PAINTING WITH ACRYLICS**

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

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

**Course No. 606: WATERCOLOUR PAINTING**

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

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

**Course No. 6061: DRAWING**

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

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

**Course No 6069: BATIK**

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

The purpose of the classes is to interpret the visible world through the use of batik. The course will cover various techniques of silk painting. Learners can make their own pictures or use painted silk in interior decor using their own imagination.

You will be taught how to work with fabrics, mix the colours and use the tools and facilitate self expression through the world famous craft of Batik.

**Course No. 6076: DRAWING THE PORTRAIT**

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

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

**Course No. 8023: COMMUNICATION SKILLS**

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

This course will teach you to understand and develop good communication and presentation skills. Communications Theory; Interpersonal Communication; Communication in the small group and organisational context; public speaking and interview techniques. FETAC Level 5 Component Certificate will be available upon completion of both Term 1 Autumn 2009 and Term 2 Spring 2010.

**Course No 6095 GET THAT JOB**

Sessions: 10 Thursday 8.00pm - 10.00pm Fee: €100

Are you happy with your present job? Do you want to change your job but do not know how? Are you overcome with nerves at the thought of attending an interview? Would you like to know how to promote yourself to a company before a job becomes available? Would you like to know how to structure a CV? Would you like to know how to deliver the right questions at an interview? Are you about to go job hunting for the first time or after a career break and want help?

**Course No 6097 INTRODUCTION TO CRIMINOLOGY**

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

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

## HOBBIES & LEISURE (Continued)

You can now enrol on line @ [www.clanesm.com](http://www.clanesm.com) or by telephone using Visa, MasterCard or Laser

**Course No. 8006: EQUINE STABLE & YARD ROUTINE**

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

**Module Code C20111**

**FETAC Level 5**

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

**Course No 6094 DEALING WITH REDUNDANCY**

Sessions: 10 Tuesday 8.00pm - 10.00pm Fee: €100

The Redundancy decision

- Understanding the Job market.
- Developing your CV to market yourself.
- Improve your interview technique.
- Understanding legal, social and welfare systems.
- Understanding and considering educational opportunities, Coping with stress.

## PROFESSIONAL BODIES

**Course No 7032 TEASTAS EORPACH GAEILGE**

Sessions: 25 Thursday 7.00pm - 10.00pm Fee: €790

TEG: Teastas Eorpach Gaeilge, Bonnleibheal (A1). Get European recognition for your ability in Irish, now that Irish is an official language of the EU. Reading, writing, aural and most importantly oral components to the exam held in May 2010. Suitable for beginners or those with basic Irish. (Exam fee extra.) [www.teg.ie](http://www.teg.ie)

Course will run over the Academic Year 2009/2010

**Course No. 7005: FÁS SAFE PASS PROGRAMME**

Sessions: 1 DAY Tuesday 27th October 2009

Duration: 8.00am - 5.00pm Fee: €100.00

The FÁS Safe Pass Programme will extend to all Construction and Local Authority workers. All new entrants including construction apprentices registered under the standards based apprenticeship scheme, and trainees undergoing traineeships in the Construction Industry will be scheduled for safety Awareness Training and Registration under the Safe Pass Scheme.

Upon successful completion of the Safety Awareness Training Programme participants will be registered in the FÁS Safe Pass Programme and issued with a Registration Card. It is a condition of renewal of the registration card that participants must update their safety awareness training every four years.

**Course Content:** The training modules incorporated within the Safe Pass Programme are as follows:

The Reasons for Promoting Safety; Accident Reporting & Emergency Procedure; Accident Prevention; Health & Hygiene, Manual Handling; Working at Heights; Working with Electricity; Underground and Overhead Services; Use of Hand Held Equipment and Tools; Personal Protective Equipment; Safe Use of Vehicles; Noise and Vibrations; Excavations and Confined Spaces.

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

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

## PROFESSIONAL BODIES (Continued)

*You can now enrol on line @ [www.clanesm.com](http://www.clanesm.com) or by telephone using Visa, MasterCard or Laser*

**Course No. 7002: NUI MAYNOOTH**

### CERTIFICATE IN COUNSELLING SKILLS

**Course Duration:** 100 Hours Part-time over One Year

**Thursday** 7.00pm - 10.00pm & some Saturday mornings

**Fee:** €1,380 Total Tuition Fee (€690 x 2)

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

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

#### **Admission Requirements:**

Participants must be 23 years or over.  
Have adequate skills to participate fully in an NUI Certificate level course.  
Be willing to engage with group activities and group learning.

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

Library in NUI Maynooth is available to students on Saturdays.

**For Conditions:** Consult NUI Maynooth Continuing Education  
2008/2009 Brochure.

**Course No. 7003: NUI MAYNOOTH**

### CERTIFICATE IN PSYCHOLOGY

**Course Duration:** 100 Hours Part-time over One Year

**Tuesday** 7.00pm - 10.00pm & some Saturday mornings

**Fee:** €1,100 Total Tuition Fee (€550 x 2)

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

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

#### **Admission Requirements:**

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

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

Library in NUI Maynooth is available to students on Saturdays.

## PROFESSIONAL BODIES (Continued)

*You can now enrol on line @ [www.clanesm.com](http://www.clanesm.com) or by telephone using Visa, MasterCard or Laser*

**Course NO 7004: COMPONENT CERTIFICATE LEVEL 5  
FETAC in**

### (1) SPECIAL NEEDS ASSISTING AND (2) UNDERSTANDING SPECIAL NEEDS &

**The College of Progressive Education / Froebel College  
of Education CERTIFICATE IN SPECIAL NEEDS ASSISTANT  
TRAINING.**

**Monday & 3 Saturdays:** 7.00pm - 9.30pm

**Duration:** 60 hours - Autumn 2009, Spring 2010

**Fee:** €975

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

#### **The Special Needs Assistant Course aims to:**

- ◆ Meet the training needs of those working or volunteering as Special Needs Assistants.
- ◆ Develop Skills, knowledge and understanding of the role of the Special Needs Assistant.
- ◆ Promote good practice amongst those working with special needs in the classroom situation.

**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.

#### **Further Information:**

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

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

**Sessions: 4 Wednesday 8.00pm-10.00pm Fee: €140**

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

Each student will receive a course information pack at the opening session. Students will sit a multiple choice paper at the end of each topic and a final written paper at the end of the course. Students will be registered with the EHOA in order to sit the exam at the end of the course. Maximum of 20 per group. (4 weeks)

**Course No. 8008: SAFETY & HEALTH AT WORK**

**Sessions: 20 Monday 8.00pm-10.00pm Fee: €330  
(€165 per term)**

**Module Code D20165 FETAC Level 5**

This module is designed to provide the learner with the skills and knowledge to promote and maintain safety and health in the working environment. Complete course will be offered over two terms Autumn 2009 and Spring 2010.

## PROFESSIONAL BODIES (Continued)

You can now enrol on line @ [www.clanesm.com](http://www.clanesm.com) or by telephone using Visa, MasterCard or Laser

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

**Tuesday** 7.00pm –9.30pm

**Duration:** Total 30 Hours  
Autumn Term 2009, Spring Term 2010  
**Fee:** €700

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

#### Further Information:

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

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

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

#### **YEAR 1 - Introductory and Intermediate**

**Sessions: 25** Mon & Wed 7.30pm-10.00pm  
Text books provided

**Fee:** €1,300 Total cost for 1 year (€650 x 2)  
(Registration & Exam Fee extra).

**EXAM:** June 2010

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

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

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

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

#### **YEAR 2 - Advanced**

**Sessions: 20** Tues & Thurs Autumn & Spring Term 7.30pm-10.00pm  
**Sessions: 5** Mon & Wed Summer Term 7.30pm-10.00pm  
Text books provided

**Fee:** €1,300 Total cost for 1 year (€650 x 2)  
(Registration & Exam Fee extra.)

**EXAM:** June 2010

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

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

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

## PROFESSIONAL BODIES (Continued)

You can now enrol on line @ [www.clanesm.com](http://www.clanesm.com) or by telephone using Visa, MasterCard or Laser

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

**Duration:** Autumn term 2009, Spring term 2010  
**Sessions:** 20 Wednesday 7.30—10.00 pm  
**Fee:** €450

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

#### The Special Needs Assisting Course aims to:

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

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

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

## PROFESSIONAL - ITEC COURSES

[www.itecworld.co.uk](http://www.itecworld.co.uk)

### Course No. 7012: **ANATOMY & PHYSIOLOGY** Sept 2009 - June 2010

**Thursday** 7.30pm - 10.00pm (over three terms)  
**Fee:** €600 Total tuition Cost (€300 x 2)  
It is an in-depth study of the workings of the body. On completion you will sit ITEC Practical and Theory Examinations. **Exam Fee & Materials extra.** [www.itecworld.co.uk](http://www.itecworld.co.uk)

### Course No. 7013: **REFLEXOLOGY** Sept 2009 - June 2010

**Monday & Some Thurs** 7.00pm - 10.00pm (over three terms)  
**Fee:** €980 Total tuition Cost (€490 x 2)  
On this course you will learn foot reflexology with reference to hand and ear reflexology. You will be taught traditional Reflexology and includes practical and theory work. On completion you will sit ITEC Practical & Theory Examinations. **Exam Fee & Materials extra.**  
**You must have a recognised (or be taking) qualification in Anatomy & Physiology before commencing this course.** [www.itecworld.co.uk](http://www.itecworld.co.uk)

## PROFESSIONAL - ITEC COURSES

*You can now enrol on line @ [www.clanesm.com](http://www.clanesm.com) or by telephone using Visa, MasterCard or Laser*

**Course No. 7030: NAIL TECHNOLOGY DIPLOMA  
(ITEC CERTIFIED)**

**September 2009 - June 2010**

**Tuesday** 7.00pm-10.00pm (over three terms)

**QUALIFIED IN JUST ONE YEAR**

**Fee:** € 800 Total Tuition Fee (€400 x 2)

The course will provide the student with the skills and also the qualifications to work as a Nail Technician either on a freelance basis or within a professional salon. The course incorporates all the theory and practical work which will include anatomy of the hand, feet and nails, manicure and pedicure, nail enhancement, salon procedures and all aspects of nail extensions- gel, acrylics, fibreglass, coloured gels etc. It is a professional course that is designed to provide all the skills necessary for caring and enhancement of the nails. On completion you will sit ITEC Practical & Theory Examinations. Exam Fee & Kit extra.

Pre-requisite: see web site [www.itecworld.co.uk](http://www.itecworld.co.uk)

**Course No. 7014: HOLISTIC MASSAGE  
Sept 2009 - June 2010**

**Thursday**

7.00pm-10.00pm (over three terms)

**Fee:** €980 Total tuition Cost (€490 x 2)

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

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

**Course No. 7015: INDIAN HEAD MASSAGE  
Sept 2009 - June 2010**

**Wednesday** 7.00pm - 10.00pm

**Fee:** €490 x 2 (€980 Total tuition Cost) (over three terms)

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

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

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

**Sessions 25** Sept 2009 - June 2010

**Wednesday** 7.30pm-9.30pm (over three terms)

**Fee:** €600 Total Tuition Cost

This course is both practical and theory based.

On completion you will sit ITEC Practical & Theory Examinations.

[www.itecworld.co.uk](http://www.itecworld.co.uk)

**Exam Fee and Materials extra.**

## PROFESSIONAL - ITEC COURSES

*You can now enrol on line @ [www.clanesm.com](http://www.clanesm.com) or by telephone using Visa, MasterCard or Laser*

**Course No. 7029: FACIAL TREATMENTS  
(ITEC CERTIFIED)**

September 2009 - June 2010 Monday 7.00pm-10.00pm

**Fee:** €980 Total Tuition Cost (€490 x 2)

This course is both practical and theory based.

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

[www.itecworld.co.uk](http://www.itecworld.co.uk)

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

**Sept 2009 - June 2010** Tuesday & some Thursdays

7.00pm-10.00pm (over three terms)

**Fee:** €980 Total tuition Cost (€490 x 2)

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

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

**September 2009 - June 2010** Thursday

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

**Fee:** €600 Total Tuition.cost.

This course is both practical and theory based.

On completion you will sit ITEC Practical & Theory Examinations **Exam Fee and Materials extra.** [www.itecworld.co.uk](http://www.itecworld.co.uk)

**Course No. 7027: WAXING  
(ITEC CERTIFIED)**

**September 2009 - June 2010** Thursday

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

**Fee:** €600 Total Tuition.cost.

This course is both practical and theory based.

On completion you will sit ITEC Practical & Theory Examinations.

**Exam Fee and Materials extra.**

[www.itecworld.co.uk](http://www.itecworld.co.uk)

## FETAC COURSES

*You can now enrol on line @ [www.clanesm.com](http://www.clanesm.com) or by telephone using Visa, MasterCard or Laser*

FETAC Level 5 Component Certificate will be available upon completion of both Term 1 Autumn 2009 and Term 2 Spring 2010. Further information available from [www.fetac.ie](http://www.fetac.ie) (use course code)

**Course No 8010**     **BOOKKEEPING – MANUAL AND COMPUTERISED**  
**Sessions: 20**     **Monday**     7.30pm - 10.00pm     **Fee: €400**  
**Module Code B20137**     (€200 per term)  
**FETAC Level 5**

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

**Course No 8001**     **COMPUTER – AIDED DRAUGHTING 2D**  
**Sessions: 20**     **Thursday**     8.00pm - 10.00pm     **Fee: €380**  
**Module Code A20012**     (€190 per term)  
**FETAC Level 5**

The module is designed to give the learner an understanding of the role of computers as a design tool for architecture, engineering and interior design.

**Course No 8002**     **DRAWING**  
**Sessions: 20**     **Wednesday**     8.00pm - 10.00pm     **Fee: €330**  
**Module Code A20017**     (€165 per term)  
**FETAC Level 5**

The module is designed to provide the learner with knowledge and understanding of drawing as a language. The module will emphasise the process of drawing. It will develop the learner's confidence to use drawing as a means of communication.

**Course No 8011**     **PAYROLL – MANUAL AND COMPUTERISED**  
**Sessions: 20**     **Thursday**     8.00pm - 10.00pm     **Fee: €400**  
**Module Code B20138**     (€200 per term)  
**FETAC Level 5**

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

**Course No 8003**     **PAINTING**  
**Sessions: 20**     **Tuesday**     8.00pm - 10.00pm     **Fee: €330**  
**Module Code A20190**     (€165 per term)  
**FETAC Level 5**

This module is designed to introduce the learner to a range of painting techniques and media and to foster creativity and self expression.

**Course No 8004**     **TV AND VIDEO PRODUCTION**  
**Sessions: 20**     **Monday**     8.00pm - 10.00pm     **Fee: €330**  
**Module Code E20149**     (€165 per term)  
**FETAC Level 5**

An introduction to the area of TV and video and will establish fundamental television and video production competencies, from which the learner may progress to further study and/or training. It has an integrated and holistic approach to the key aspects of production: creative, technical and administrative.

**Course No. 8007:**     **EQUINE ANATOMY AND PHYSIOLOGY**  
**Sessions: 15**     **Monday**     7.00pm-9.00pm     **Fee: €300**  
**Module Code C20113**     **FETAC Level 5**

Provide better horse care by understanding structure and function of horse's body. Learn about equine skeletal and muscular systems, circulatory system, digestive system and equine skin. Excellent stepping stone for those interested in equine nursing, veterinary or equine science.

## FETAC COURSES

*You can now enrol on line @ [www.clanesm.com](http://www.clanesm.com) or by telephone using Visa, MasterCard or Laser*

FETAC Level 5 Component Certificate will be available upon completion of both Term 1 Autumn 2009 and Term 2 Spring 2010. Further information available from [www.fetac.ie](http://www.fetac.ie) (use course code)

**Course No 8005**     **SOUND ENGINEERING AND PRODUCTION**  
**Sessions: 20**     **Wednesday**     8.00pm - 10.00pm     **Fee: €330**  
**Module Code E20136**     (€165 per term)  
**FETAC Level 5**

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

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

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

**Course No 8007**     **EQUINE ANATOMY AND PHYSIOLOGY**  
**Sessions: 20**     **Monday**     8.00pm - 10.00pm     **Fee: €330**  
**Module Code C20113**     (€165 per term)  
**FETAC Level 5**

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

**Course No 8008**     **SAFETY AND HEALTH AT WORK**  
**Sessions: 20**     **Monday**     8.00pm - 10.00pm     **Fee: €330**  
**Module Code D20165**     (€165 per term)  
**FETAC Level 5**

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

**Course No 8009**     **START YOUR OWN BUSINESS**  
**Sessions: 20**     **Wednesday**     8.00pm - 10.00pm     **Fee: €330**  
**Module Code B20153**     (€165 per term)  
**FETAC Level 5**

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

**Course No 8024**     **INTRODUCTION TO NURSING**  
**Sessions: 20**     **Tuesday**     8.00pm - 10.00pm     **Fee: €330**  
**Module Code D20012**     **FETAC LEVEL 5**     (€165 per term)

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

**Course No 8025**     **HEALTH - RELATED FITNESS**  
**Sessions: 20**     **Wednesday**     8.00pm - 10.00pm     **Fee: €330** (€165 per term)  
**Module Code D20123**     **FETAC Level 5**

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

## FETAC COURSES

*You can now enrol on line @ [www.clanesm.com](http://www.clanesm.com) or by telephone using Visa, MasterCard or Laser*

FETAC Level 5 Component Certificate will be available upon completion of both Term 1 Autumn 2009 and Term 2 Spring 2010. Further information available from [www.fetac.ie](http://www.fetac.ie) (use course code)

**Course No 8012**      **FOOD HYGIENE**  
 Sessions: 20      Monday      8.00pm - 10.00pm      Fee: €330  
 Module Code N22901      (€165 per term)

FETAC Level 5  
 The purpose of this module is to provide learners with an understanding of the basic principles of Food Hygiene. It has been designed for learners who intend to work as food handlers in a variety of settings within the health service.

**Course No 8013**      **FRENCH**  
 Sessions: 20      Wednesday      8.00pm - 10.00pm      Fee: €330  
 Module Code E20106      (€165 per term)

FETAC Level 5  
 The emphasis is on building the learners' confidence through integrating the skills of listening, speaking, reading and writing.

**Course No 8014**      **GERMAN**  
 Sessions: 20      Wednesday      8.00pm - 10.00pm      Fee: €330  
 Module Code E20107      (€165 per term)

FETAC Level 5  
 The emphasis is on building the learners' confidence through integrating the skills of listening, speaking, reading and writing.

**Course No 8015**      **SPANISH**  
 Sessions: 20      Wednesday      8.00pm - 10.00pm      Fee: €330  
 Module Code E20108      (€165 per term)

FETAC Level 5  
 The emphasis is on building the learners' confidence through integrating the skills of listening, speaking, reading and writing.

**Course No 8016**      **ITALIAN**  
 Sessions: 20      Wednesday      8.00pm - 10.00pm      Fee: €330  
 Module Code E20109      (€165 per term)

FETAC Level 5  
 The emphasis is on building the learners' confidence through integrating the skills of listening, speaking, reading and writing.

**Course No 8017**      **DIGITAL PHOTOGRAPHY**  
 Sessions: 20      Tuesday      8.00pm - 10.00pm      Fee: €380  
 Module Code L22565      (€190 per term)

FETAC Level 5  
 This module offers a broad and comprehensive introduction to the theory and practice of digital photographic production. It will develop practical, critical and academic skills of value to the learner pursuing further education or seeking employment in any area in which a basic knowledge of digital photography would be an advantage.

**Course No 8028**      **LOCAL HISTORY**  
 Sessions: 20      Wednesday      8.00pm - 10.00pm      Fee: €330  
 Module Code E20113      (€165 per term)

FETAC Level 5  
 This module affords the learner a comprehensive survey of Irish history from the social and cultural perspectives, providing the context in which personal research can be fully appreciated. It encourages an awareness and practical experience of how local historical research benefits local communities, socially, culturally and economically.

**Course No 8027**      **OPENING AN EARLY YEARS CENTRE**  
 Sessions: 20      Wednesday      8.00pm - 10.00pm      Fee: €330  
 Module Code L21489      (€165 per term)

FETAC Level 5  
 This module aims to enable learners to become aware of the various duties and responsibilities involved in running an ECCE centre, whether privately run or community based. It integrates the theoretical and practical aspects of ECCE centre supervision.

## FETAC COURSES

*You can now enrol on line @ [www.clanesm.com](http://www.clanesm.com) or by telephone using Visa, MasterCard or Laser*

FETAC Level 5 Component Certificate will be available upon completion of both Term 1 Autumn 2009 and Term 2 Spring 2010. Further information available from [www.fetac.ie](http://www.fetac.ie) (use course code)

**Course No 8018**      **SPECIAL NEEDS ASSISTING**  
 Sessions: 20      Tuesday      8.00pm - 10.00pm      Fee: €450  
 Module Code D20186

FETAC Level 5  
 This course is designed for those people who are working or planning to work, with children with special needs as a classroom assistant, in a paid or voluntary capacity.

**Course No 8019**      **WRITING SKILLS FOR JOURNALISM**  
 Sessions: 20      Tuesday      8.00pm - 10.00pm      Fee: €330  
 Module Code E20078      (€165 per term)

FETAC Level 5  
 This module has been designed to develop the writing skills of learners of journalism. The units within this module have been selected to cover the range of writing undertaken by print journalists.

**Course No 8020**      **ART AND CRAFT FOR CHILDCARE**  
 Sessions: 20      Wednesday      8.00pm - 10.00pm      Fee: €330  
 Module Code D20121      (€165 per term)

FETAC Level 5  
 This module aims to enable the learner to understand the value of participation in art and craft activities to the overall development of children (0 - 7 years). Learners will develop the skills to plan and carry out appropriate activities with children. The module also aims to develop the creative ability of learners and equip them with the skills and knowledge to work with young children in the art and craft area.

**Course No 8021**      **CARING FOR CHILDREN ( 0 – 6 years )**  
 Sessions: 20      Wednesday      8.00pm - 10.00pm      Fee: €330  
 Module Code D20159      (€165 per term)

FETAC Level 5  
 The module is designed to equip the learner with the skills and knowledge to care for children from 0-6 years either in the home or as part of a supervised team in a childcare setting. The module aims to opportunity and respect for diversity in lifestyles, religion and culture and the maintenance of a healthy, hygienic and safe environment for children.

**Course No 8022**      **BUSINESS LAW**  
 Sessions: 20      Wednesday      8.00pm - 10.00pm      Fee: €330  
 Module Code B20131      (€165 per term)

FETAC Level 5  
 The purpose of this module is to provide the learner with a general understanding of the main elements of law that impact on business. The focus of the module is on both the theoretical basis for business law and on the practical applications in a business organisation. It is intended to prepare the learner for employment or further study in related areas.

**Course No 8023**      **COMMUNICATIONS**  
 Sessions: 20      Wednesday      8.00pm - 10.00pm      Fee: €330  
 Module Code G20001      (€165 per term)

FETAC Level 5  
 Communication skills are highly valued in the workplace. However, this component extends beyond vocational needs, and recognises that acquiring these skills is a life-long process, which is central to personal, social and professional development

**Course No 8026**      **SPORT AND RECREATION STUDIES**  
 Sessions: 20      Monday      8.00pm - 10.00pm      Fee: €330  
 Module Code D20021      (€165 per term)

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

## FURTHER ENQUIRIES TO

**Padraig Nolan:** Principal, Scoil Mhuire, Clane  
**Patrick O'Connor:** Information Technology Adviser (Deputy Principal)  
**Seamus Scully,** Director of Adult Education, Scoil Mhuire, Clane  
**Edmond Behan,** Assistant Director of Adult Education  
**Cormac O'Donovan,** Assistant Director of Adult Education  
**Padraig Carbury,** Assistant Director of Adult Education  
**Kevin Deasy,** Adult Education Co-Ordinator  
**Orla McArdle,** Adult Education Co-ordinator  
**Sean Brilly,** Information Technology

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

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

**Telephone: 045 - 868255**

**Fax: 045 - 868788**

**Email: [claneadult@gmail.com](mailto:claneadult@gmail.com)**

**Website: [www.clanesm.com](http://www.clanesm.com)**

## HOW TO FIND US

## POSTAL ENROLMENT FORM

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

Name: .....

Address: .....

Day Tel: .....Email:.....

Course No. .... Course Title: .....

Fee Enclosed: €.....

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

Signed: .....

**Postal Enrolment saves queueing!**

## DAYTIME COURSES

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

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

### MONDAY

- Course No. MON101:** SPECIAL NEEDS ASSISTING  
 FETAC Level 5  
 Sessions: 16 Ref: page 19 9.30am—12.30pm Fee: €450
- Course No. MON102:** PILATES  
 Sessions: 10 Ref: page 8 9.30am—10.30am Fee: €90
- Course No. MON103:** PILATES  
 Sessions: 10 10.30am—11.30am Fee: €90
- Course No. MON104:** OIL PAINTING  
 Sessions: 10 Ref: page 15 11.30am—1.30pm Fee: €110
- Course No. MON108:** COMPUTERISED ACCOUNTS  
 Sessions: 10 Ref: page 3 1.30pm—3.30pm Fee: €200
- Course No. MON109:** THE KITCHEN GARDEN  
 Sessions: 10 Ref: page 9 1.30pm—3.30pm Fee: €110

### TUESDAY

- Course No. TUE201:** WATER COLOUR PAINTING  
 Sessions: 10 Ref: page 15 9.30am — 11.30am Fee: €110
- Course No. TUE202:** YOGA  
 Sessions: 10 Ref: page 7 11.00am — 12.30noon Fee: €80
- Course No. TUE207:** BELLY DANCING (for Ladies)  
 Sessions: 10 Ref: page 5 10.00am — 11.00am Fee: €90
- Course No. TUE203:** SPANISH FOR BEGINNERS  
 Sessions: 10 Ref: page 4 11.30am — 1.30pm Fee: €110
- Course No. TUE204:** ITALIAN FOR BEGINNERS  
 Sessions: 10 Ref: page 4 1.30pm — 3.30pm Fee: €110
- Course No. TUES206:** INTRODUCTION TO NAILS  
 Sessions: 10 Ref: page 7 1.30pm-3.30pm Fee: €110
- Course No TUES208** BOOKKEEPING – MANUAL AND  
COMPUTERISED  
 Sessions: 20 Ref: page 3 1.30pm - 4.00pm Fee: €400  
 ModuleCode B20137 FETAC Level 5 (€200 per term)

## DAYTIME COURSES

*You can now enrol on line @ [www.clanesm.com](http://www.clanesm.com) or by telephone using Visa, MasterCard or Laser*

### WEDNESDAY

**Course No. WED301: ECDL Automated Testing Centre  
ECDL : (European Computer Driving Licence)  
ECDL Accredited Centre  
FETAC LEVEL 5 EQUIVALENT COMPONENT  
Sessions: 20 Ref: page 1 9.30am – 12.00pm  
Fee: €500 (€250 per term)**

**Course No. WED302:**

**CERTIFIED ACCOUNTING TECHNICIAN (C A T)  
ACCA - (ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS)  
YEAR 1 - Introductory and Intermediate**

Sessions: 25 Ref: page 19 9.30am-3.30pm

Fee: €1,300 Total cost for 1 year (€650 x 2)  
(Registration & Exam Fee extra). Text books provided.

**Course No. WED304: PAINTING WITH ACRYLICS  
Sessions: 10 Ref: page 15 9.30am—11.30am Fee: €110**

**Course No. WED305: DIGITAL PHOTOGRAPHY  
Sessions: 10 Ref: page 12 12.00 noon—2.00pm Fee: €160**

**Course No WED310 DIGITAL PHOTOGRAPHY  
Sessions: 20 Ref: page 12 2.00pm - 4.00pm Fee: €380  
ModuleCode L22565 (€190 per term)  
FETAC Level 5**

**Course No. WED307: LEARNING THE GUITAR  
PRIMARY SCHOOL STUDENTS  
Sessions: 10 Ref: page 13 3.45pm—4.45pm Fee: €90**

**Course No. WED311: LEARNING THE GUITAR  
Sessions: 10 Ref: page 13 9.30am—10.30am Fee: €90**

**Course No TUES208 PAYROLL – MANUAL AND  
COMPUTERISED  
Sessions: 20 Ref: page 3 1.30pm - 4.00pm Fee: €400  
ModuleCode B20138 FETAC Level 5 (€200 per term)**

## DAYTIME COURSES

*You can now enrol on line @ [www.clanesm.com](http://www.clanesm.com) or by telephone using Visa, MasterCard or Laser*

### THURSDAY

**Course No. THU407: MICROSOFT OFFICE PUBLISHER  
Sessions: 10 Ref: page 2 9.30am-11.30am Fee: €120**

**Course No. THU402: CREATIVE PHOTOGRAPHY &  
TECHNIQUES  
Sessions: 10 Ref: page 12 11.30am—1.30pm Fee: €110**

**Course No. THU409: IC3 : (Internet & Computing Core  
Certification)**

**SCOIL MHUIRE - A Microsoft® IT Academy Automated Testing  
Centre  
Sessions: 20 Ref: page 2 1.30pm- 3.30pm Fee: €420 (210 per term)**

**Course No. THU408: INTRODUCTION TO NLP  
Sessions: 10 Ref: page 6 9.30am—11.30am Fee: €150**

**Course No. THU410: DRESSMAKING ( BEGINNERS)  
Sessions: 10 Ref: page 12 11.30am—1.30pm Fee: €150**

### FRIDAY

**Course No. FRI501: COMPUTERS FOR BEGINNERS  
Sessions: 10 Ref: page 1 9.30am—11.30am Fee: €120**

**Course No. FRI502: COMPUTERS FOR IMPROVERS  
Sessions: 10 Ref: page 1 FETAC Level 3 11.30am—1.30pm  
Fee: €120**

**Course No. FRI503: DRAWING  
Sessions: 10 9.30am—11.30am Fee: €120**

**Course No. FRI504: BEAUTY THERAPY  
Sessions: 10 Ref: page 7 11.30am—1.30pm Fee: €110**

**Course No . FRI505: COLOUR ME BEAUTIFUL  
COLOUR & STYLE  
Sessions: 5 Ref: page 11 11.30am –1.30pm Fee: €90**