

GENERAL INFORMATION

- ◆ **TELEPHONE & ON LINE ENROLMENT** - You can enrol on line @ www.clanesm.com or by telephone using Visa, MasterCard or Laser from Monday 5th January 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 7th January 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 by post. All cheques should be crossed and made payable to Scoil Mhuire Adult Education Account.
- ◆ **FEE** reductions may apply.
- ◆ **FORMATION OF COURSES** will depend upon sufficient enrolments for the course; **we will only contact you if your course is not formed.**
- ◆ Unless otherwise stated, courses are of 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.

SPRING TERM 2009

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

ADULT EDUCATION

Scoil Mhuire

Community School

Clane

Serving the Community

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

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

Ní bua go firinne

EVENING CLASSES

Spring Term 2009

All Courses will run for ten weeks unless otherwise stated

FOR FURTHER INFORMATION

Tel: 045 - 868255 **Fax:** 045 - 868788
Email: claneadult@gmail.com **Website:** www.clanesm.com
To enrol on line log on to: www.clanesm.com
No extra cost

ENROLMENT

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

Also EVENING (In person)
WEDNESDAY 7th Jan 2009
7.30pm - 9.30pm

And MORNINGS (In person)
9..30am-1.00 pm

COURSES BEGIN

Monday **19th** January 2009

Tuesday **20th** January 2009

Wednesday **21st** January 2009

Thursday **22nd** January 2009

Friday **23rd** January 2009

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

COMPUTERS

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

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

ECDL

(European Computer Driving Licence)

ECDL Accredited Centre

FETAC LEVEL 5 EQUIVALENT COMPONENT

Course No. 1018: ECDL Automated Testing Centre

Sessions: 16 **Thursday** 7.00pm – 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 run over two terms: Term 1 - Spring 2009 (10 sessions Thursdays) & Term 2 - Summer 2009 (6 sessions Thursdays). 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. 1001: ECDL (Term 2 Continuation)

Sessions: 10 **Wednesday** 7.30pm – 10.00pm

Fee: €500 (€250 per term)

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.

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

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

Course No. 1005: COMPUTERS Beginners

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

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

Course No. 1008: COMPUTERS Improvers

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

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

COMPUTERS (Continued)

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

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. 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.

Course No. 1016: DIGITAL PHOTOGRAPHY

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

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

Course No. 1017 DIGITAL PHOTOGRAPHY

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

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 & pack included with fee. Put Microsoft on your CV! Additional cost - Automated Testing €35.

LEAVING CERT. SUBJECTS

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

Course No. 2001: LEAVING CERT MATHS

Sessions: 10 **Monday** 7.00pm-9.00pm **Fee:** €150

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

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

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

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

Course 2008: LEAVING CERT IRISH

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

Course No. 2007: LEARNING SKILLS

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

BUSINESS

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

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. 3001: START & RUN YOUR OWN BUSINESS

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

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

Course No. 3010: PAYROLL: Manual & Computerised

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

This course will provide you with the knowledge and skills necessary to maintain payroll records for small to medium sized businesses covering terminology, calculations and the production of statutory reports. Sage Quickpay used. Course runs over two terms, Spring 2009 and Summer 2009 (Mon & Wed). FETAC Component may be obtained on completion of second term. (Memory stick required)

Course No. 3007: PAYROLL: Manual & Computerised

Sessions: 10 Thursday 7.30pm -10.00pm Fee: €200
(Term 2 Continuation) (Memory stick required)

Course No. 3011: BOOKKEEPING: Manual & Computerised

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

This is a course in both Manual and Computerised Bookkeeping. FETAC Component will be available upon completion of both Term 1 Spring 2009 (Manual Bookkeeping) and Term 2 Summer 2009 (Tues & Thurs) (Computerised Bookkeeping) using TAS Books. The course will appeal to those considering self employment or working (or intending to work) as a bookkeeper. Text Book included in course fee.(Memory stick required)

Course No. 3004: BOOKKEEPING: Manual & Computerised

Sessions: 10 Monday 7.00pm -10.00pm Fee: €200
(Term 2 Continuation) (Memory stick required)

Course No. 3005: COMPUTERISED ACCOUNTS

Sessions: 10 Wednesday 7.30pm -10.00pm Fee: €200
Computerised Bookkeeping using TAS Books.

BUSINESS (Continued)

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

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. 3003: FAMILY FINANCE PLANNING

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

1: Finance planning, savings accounts, risk versus rewards, simple guide to the stock market, "virtual" investment club—class participants engage in some "virtual" stock market investments. 2: Controlling your finances—How to set up a household budget, use your current account to budget. 3: Borrowing wisely, financial "makeover" case study. 4: Mortgages, home buyer options, how to select the best bank product. 5: Protecting your lifestyle—life cover and income protection. 6: Pensions, saving for retirement. 7: PAYE & Social Welfare benefits made easy. 8: Capital Gains Tax, Inheritance tax, probate tax explained. 9: Complete a PAYE tax return, what can be claimed, Revenue on line returns. 10: Property investment. Tutor holds a Diploma in Finance (UCD) and is a Qualified Financial Advisor with 25 years banking experience.

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.

Course No. 4002: SPANISH Improvers

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

For those who have taken a Basic Course in Spanish.

Course No. 4010: ITALIAN Beginners

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

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

Course No. 4011: ITALIAN Improvers

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

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. 4005: ENGLISH AS A SECOND LANGUAGE

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

Course No. 4006: ENGLISH AS A SECOND LANGUAGE Improvers

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

Course No. 4007: ENGLISH FOR POLISH SPEAKERS

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

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

LANGUAGES (Continued)

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

- Course No. 4008: CONVERSATIONAL FRENCH**
Sessions: 10 **Monday** 8.00pm-10.00pm **Fee: €110**
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. 4012: GERMAN Beginners**
Sessions: 10 **Thursday** 8.00pm -10.00pm **Fee: €110**
Learn a new language and dip into the customs of German speaking countries.
- Course No. 4014: POLISH Beginners**
Sessions: 10 **Tuesday** 8.00pm-10.00pm **Fee: €100**
Enjoy learning Polish, discovering something new about Poland and her people.
- Course No. 4013: SIGN LANGUAGE Beginners**
Sessions: 10 **Wednesday** 7.30pm -9.30pm **Fee: €100**
This Course is suitable for beginners learning Irish Sign Language (ISL).
- Course No. 4015: SIGN LANGUAGE Improvers**
Sessions: 10 **Monday** 7.30pm-9.30pm **Fee: €100**
Suitable for those who have completed a beginners course learning Irish Sign Language.
- Course No. 4016 SIGN LANGUAGE Advanced**
Sessions: 8 **Tuesday** 7.30pm-9.30pm **Fee: €90**
This course is suitable for those who have completed a Beginners Course (Level 1 Exam) and wish to take Level 2 Exam. (Limited number in class.)

HEALTH & FITNESS

- Course No. 5011: INTRODUCTION TO NLP**
Sessions: 10 **Monday** 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. 5008: TAI CHI (INTRODUCTION)**
Sessions: 10 **Wednesday** 8.30pm-10.00pm **Fee: €80**
Tai Chi translates as “10,000 things” or “everything in the universe”. Originally derived from Martial Arts, the slow graceful movements in places reflect the natural movements of the animals and birds, as symbols or “pictures”, designed to focus the mind and breathing through a complex series of executions. Although it retains its fighting applications, it is practised for improving one’s health, concentration and mind / body co-ordination. Tai Chi facilitates a wakeful relaxation and shows one how to constantly have a reserve of mind & body energy available.

HEALTH & FITNESS (Continued)

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

- 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. 5016: TAKE CONTROL OF YOUR LIFE**
Improvers - Part 2
Sessions: 10 **Wednesday** 8.00pm-10.00pm **Fee: €150**
A more in-depth look at going beyond pattern of defeat, loss and limitation. This course will be helpful to anyone committed to inner healing and working towards long-term solutions to a healthier lifestyle. An educational and uplifting course. Includes life after separation and divorce, surviving mid-life crisis and the power of intention.
- 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. 5020: INTRODUCTION TO NAILS**
Sessions: 10 **Tuesday** 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. 5025: HYPNOTHERAPY/PSYCHOTHERAPY**
An Introduction
Sessions: 10 **Thursday** 8.00pm-10.00pm **Fee: €110**
Deal with your personal problem: smoking, overeating, panic attacks, fears and phobias, confidence and self-esteem, peace of mind, habits, psychosomatic disease etc.
- 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. 5033: ANGEL HEALING AND THERAPY**
Sessions: 8 **Wednesday** 8.00pm – 10.00pm **Fee: €110**
Learn how to invoke, communicate and heal with angels and ark angels.
- 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.

HEALTH & FITNESS (Continued)

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

- Course No. 5036: IRISH SET DANCING**
Sessions: 10 Wednesday 8.00pm-10.00pm Fee: €110
Prepare for the Ceili ie Plain Set, Connemara Set, Clare Lancers etc. plus Two Hand Dances ie Saint Bernard Waltz, Military Two Step, Cor Bertie, Britannia Two Step etc.
- Course No. 5026: LINE DANCING - Beginners/Improvers**
Sessions: 10 Thursday 8.30pm -10.00pm Fee: €80
All welcome—never too young, never too old.
- Course No. 5037: DANCE & MOVEMENT**
Sessions: 10 Tuesday 8.00pm-9.00pm Fee: €70
Introductory course to Dance and Movement by Miranda Linden incorporating all styles, Waltz, Jive, Rumba, Samba, Cha Cha, Salsa, Hip Hop. A fun and fantastic way to get fit.
- Course No. 5006: ADULT HIP HOP**
Sessions: 10 Tuesday 9.00pm - 10.00pm Fee: €70
Basic style of American Hip Hop.
- Course No. 5079: ADULT HIP HOP Improvers**
Sessions: 10 Tuesday 8.00pm - 9.00pm Fee: €70
Basic style of American Hip Hop.
- 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. 5004: BALLROOM & LATIN AMERICAN DANCING**
Sessions: 10 Monday 7.00pm-8.00pm Fee: €70
Beginners - Salsa, Swing, Samba, Jive, Waltz & Cha Cha.
- 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. (Bring a mat , towel and bottle of water)
- Course No. 5035: AEROBICS n' Tone**
Sessions: 10 Monday 8.30pm-10.00pm Fee: €80
Raise the heart-rate, enjoy an aerobic work-out which burn those troublesome calories and helps tone from head to toe. Followed by a variety of body resistance exercises to give the body definition. Incorporates various fitness levels. Cool down as your body's heart-rate returns to normal. (Qualified Instructor), (Bring mat & bottle of water).
- Course No. 5014: REIKI**
Sessions: 10 Tuesday 8.00pm-10.00pm Fee: €150
Reiki alleviates stress, promotes healing on a physical, mental and emotional level. In this course you will be attuned to the frequency of this energy and your chakras or major energy centres are opened to facilitate the flow and enable you channel this energy into yourself and others.

HEALTH & FITNESS (Continued)

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

- 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. Please bring your own mat or rug.
- Course No. 5040: YOGA**
Sessions: 10 Wednesday 8.30pm-10.00pm Fee: €80
- Course No. 5042: YOGA**
Sessions: 10 Thursday 8.30pm-10.00pm Fee: €80
- Course No. 5050: PILATES**
Sessions: 10 Tuesday 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. (Limited number in class). (Bring a mat , towel and bottle of water).
- Course No. 5045: PILATES**
Sessions: 10 Thursday 7.00pm-8.00pm Fee: €90
- Course No. 5046: PILATES Improvers**
Sessions: 10 Thursday 8.00pm-9.00pm Fee: €90
- Course No. 5044: PILATES**
Sessions: 10 Thursday 9.00pm-10.00pm 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. 5051: PILATES**
Sessions: 10 Tuesday 7.00pm-8.00pm Fee: €90
- Course No. 5009: TAG RUGBY for All**
Sessions: 10 Thursday 7.30pm-9.00pm Fee: €90
Improve your fitness and enjoy rugby indoors at the same time. Relive your old glory days. All Ladies & Gentlemen welcome.
- Course No. 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 5023 : PRACTICAL FIRST AID**
Sessions: 4 Thursday 7.00pm -10.00pm Fee: €80
Practical First Aid is a 12 hour course certified by the Red Cross which covers Accident Scene Management, Bleeding, Respiratory Problems, CPR, Unconsciousness, Fractures & soft tissue injuries, Burns & Scalds and Medical Emergencies. The course is very much based on practical work rather than theory and is taught with the use of workbooks which chart the participant's skills.
- Course No 5052. : EMERGENCY FIRST AID**
Sessions: 4 Thursday 8.00pm -10.00pm Fee: €70
Emergency First Aid is an 8 hour course certified by the Red Cross. It covers many areas that are on the practical course, however it would be more suitable for people looking for an introduction to First Aid. Starting Feb 26th 2009.

HOBBIES & LEISURE

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

Course No. 6067: SOUND ENGINEERING & MIXING TECHNIQUES

Sessions: 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. 6049: CAKE DECORATING

Sessions: 10 Tuesday 7.30pm – 9.30pm **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. 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.

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. 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. 6024: GOLF FOR BEGINNERS / IMPROVERS

Sessions: 8 Thursday 7.30pm-9.30pm **Fee: €110**

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

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. 6066: GARDENING - HANDS ON

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

Design/Re-design your garden, proper pruning of plants, soil types. Lawn care and how to maintain a colourful garden all year. General garden tips and advice.

Course No. 6068: THE PURPOSE OF PLAY AND THERAPY

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

A short practical course for parents or people working with pre-school children. Module 1: Importance of play for child development. Module 2: Art and Craft - various types of painting, art ideas for pre-schoolers. Module 3: Structured play. Module 4: Creativity with boxes e.g. making a puppet box, a house, a car. Module 5: Symbolic/Creative play. Module 6: Messy Play e.g. paint/glue/gloop/slime/bubbles/playdough/clay/water/flour/rice.

HOBBIES & LEISURE (Continued)

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

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. 6076: WEDDING FLOWERS Improvers

Sessions: 10 Wednesday 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. Must have covered previous Bridal Floristry class. (Limited places available.)

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/dried flowers.

Course No. 6016: CURTAIN MAKING Beginners

Sessions: 8 Tuesday 7.00pm-9.30pm **Fee: €110**

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

Course No. 6017: CURTAIN MAKING Improvers

Sessions: 8 Wednesday 7.00pm-9.30pm **Fee: €110**

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. 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. 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. 6078: MODEL AIRCRAFT / DESIGN

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

Before you decide to purchase, learn about the mechanics, design, and flying of your own model helicopter or aeroplane.

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.

HOBBIES & LEISURE (Continued)

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

- Course No. 6038: LEARNING THE BODHRÁN**
Sessions: 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 Tuesday 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 7.30pm – 9.30pm 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. 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. 6043: LEARNING THE TIN WHISTLE**
Sessions: 10 Tuesday 7.00pm – 9.00pm Fee: €110
Suitable for beginners or for those with some experience.
- Course No. 6044: LEARNING THE FIDDLE**
Sessions: 10 Wednesday 7.00m – 9.00pm 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.
- Course No. 6047: SINGING**
Sessions: 10 Tuesday 7.00pm – 9.00pm 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, phasing and the art of lilting (Diddling and tune) and introduce you to regional styles of singing.
- Course No. 6046: KEYBOARD - PIANO**
Sessions: 10 Tuesday 7.00pm – 8.00pm Fee: €80
An introduction to Keyboard—Piano Skills. Learn to play your favourite tunes. This course is suitable for beginners and experienced.
- 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.

HOBBIES & LEISURE (Continued)

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

- Course No. 6032: BASIC WOODWORKING**
Sessions: 10 Thursday 8.00pm-10.00pm Fee: €110
Learn the techniques and make a project
- Course No. 6033: D. I. Y.**
Sessions: 10 Monday 8.00pm-10.00pm Fee: €110
Learn all the simple steps of laying wooden floors and how to make and fit cabinets. Also basic plumbing/tiling and electrical will be explained with simple solutions to making a home a safer place to live.
- Course No. 6034: HOUSE BUILDING EXPLAINED**
Sessions: 10 Tuesday 8.00pm-10.00pm Fee: €110
Building a new house, an extension, renovating or simply interested in house construction details, then this is the course for you.
- Course No. 6035: WOODCARVING**
Sessions: 10 Thursday 8.00pm-10.00pm Fee: €110
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. 6029: INTRODUCTION TO IRISH ARCHAEOLOGY**
Sessions: 10 Wednesday 8.00pm-10.00pm Fee: €110
This is an introductory course providing an overview of Irish Archaeology, County Kildare in particular, guiding people in how to research sites and recognise monuments in the field. Course given by Qualified Archaeologist. Field trips may be included in the Course.
- 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. 6027: INTRODUCTION TO PSYCHOLOGY**
Sessions: 10 Monday 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.

HOBBIES & LEISURE (Continued)

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

- Course No. 6005: THE KITCHEN GARDEN**
Sessions: 10 Wednesday 8.00pm -10.00pm Fee: €110
From a windowsill to an acre plot. This basic course will show you how to grow fruit, vegetables and herbs for your kitchen in a small or not so small acre.
- Course No. 6051: JOYS OF COOKING**
Sessions: 10 Wednesday 7.30pm-9.30pm Fee: €110
Learn to cook for all occasions from omelettes, stir-fry to buffet and fast food for entertaining.
- Course No. 6052: JOYS OF COOKING**
Sessions: 10 Thursday 7.30pm-9.30pm Fee: €110
- 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.
- Course No. 6060: WATERCOLOUR PAINTING**
Sessions: 10 Wednesday 7.00pm – 9.00pm Fee: €110
A course for beginners and experienced in the techniques of painting with watercolours.
- 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. 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.
- Course No 6074: FASHION FIBRE ART (BEGINNERS)**
Sessions: 10 Wednesday 7.30pm -9.30pm Fee: €110
Design, texture and Stitch. Creative embroidery and quilting.
- Course No. 6076: DRAWING THE PORTRAIT**
Sessions: 10 Monday 8.00pm -10.00pm Fee: €110
This course is designed for learners who have an interest in sketching portraits that achieve a good likeness. Suitable for absolute beginners and those who have some knowledge in drawing technique. You will need to purchase your own drawing supplies (Cost €20 approx).

HOBBIES & LEISURE (Continued)

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

- Course No. 6011: MANAGING CHALLENGING BEHAVIOUR**
Sessions: 10 Thursday 8.00pm – 10.00pm Fee: €110
Techniques and Strategies for Parents and Carers of Children. 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. 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. 6063: CREATIVE WRITING**
Sessions: 10 Thursday 8.00pm-10.00pm Fee: €110
Develop your talents in poetic writing, short story or prose.
- Course No. 6056: COMMUNICATION SKILLS**
Sessions: 10 Wednesday 7.30pm-9.30pm Fee: €110
Communications Theory; Interpersonal Communication; Communication in the small group and organisational context; presentation skills and interview techniques, helps to improve your self-esteem while you learn how to speak in public. Speak your mind at School Meetings, Residents Association Meetings or at work.
- 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. 6062: WINE TASTING & APPRECIATION**
Sessions: 6 Thursday 8.00pm-10.00pm Fee: € 100
This course will cover most of the major wine producing areas of the world.
- Course No. 6030: CREATIVE PHOTOGRAPHY & TECHNIQUES**
Sessions: 10 Wednesday 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 8.30pm-10.00pm Fee: €120
Introduction to use and workings of your digital camera. Learn about software applications.
- Course No. 1017: DIGITAL PHOTOGRAPHY**
Sessions: 10 Thursday 7.00pm-8.30pm Fee: €120

HOBBIES & LEISURE (Continued)

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

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 . 6071: COLOUR ME BEAUTIFUL
COLOUR & STYLE**

Sessions: 8 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.

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

Course No. 6072: DRESSMAKING (BEGINNERS)

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

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 Thursday 8.00pm-10.00pm Fee: €110

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 or by telephone using Visa, MasterCard or Laser

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. 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'. Structured as a series of talks and discussions we will explore novels by Tolstoy, James, Austen, Melville, Dostoevsky and others.

**Course No. 6077 EQUINE BREEDING & STUD
MANAGEMENT**

Sessions: 15 Wednesday 8.00pm-10.00pm Fee € 250

This course is designed to provide the learner with the relevant knowledge and understanding of breeding horses and how their environment can affect this.

- ◆ Mare reproductive anatomy
- ◆ Stallion reproductive anatomy
- ◆ Reproductive cycles of mare and stallion
- ◆ Factors affecting breeding performance, infertility.
- ◆ Steps to getting your male in foal.
- ◆ How to choose the correct stallion
- ◆ Nutrition and care of pregnant mare
- ◆ Stages of pregnancy, foaling procedure.
- ◆ Care of newborn foal to weaning.

BARCELONA TOUR

It is proposed to organise a Tour to Barcelona on the May Bank Holiday weekend 2009, open to all Adult Learners and Tutors registered in Scoil Mhuire 2008/2009. Further details later.

PROFESSIONAL BODIES

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

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

16 Tuesdays 7.00—10.00 pm

Duration: Spring term 2009, Summer term 2009

Sessions: 16 Tuesdays

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.

Further Information:

www.fetac.ie or telephone 01 8659500

Course No. 7022: FÁS SAFE PASS PROGRAMME

Sessions: 1 DAY **Wednesday 18th February 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

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

Course NO 7023: 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.

Duration: 60 hours - Spring 2009, Summer 2009

Sessions: 16 Wenesdays 7.00—10.00 pm

4 Saturdays 9.00am—1.00pm

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. 7024: COMPONENT CERTIFICATE LEVEL 6 FETAC in SPECIAL NEEDS ASSISTANT

Tuesday 7.00pm –9.30pm

Duration: Total 30 Hours
Spring Term 2009, Summer Term 2009

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.

PROFESSIONAL BODIES (Continued)

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

Course No. :7007:

CERTIFIED ACCOUNTING TECHNICIAN (C A T)

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

YEAR 1 - Introductory and Intermediate

Sessions: 25 Mon & Wed 7.30pm-10.00pm

Fee: €700 per term total cost €1,400 for 1 year . (Registration & Exam Fee extra).

EXAM: June 2009

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

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

Course No.7008:

CERTIFIED ACCOUNTING TECHNICIAN (C A T)

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

YEAR 2 - Advanced

Sessions: 25 Tues & Thurs 7.30pm-10.00pm

Fee: €650 per term total cost €1,300 for 1 year . Registration & Exam Fee extra.

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

EXAM: June 2009

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

HOW TO FIND US

PROFESSIONAL BODIES (Continued)

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

Course No. 7027: EQUINE STABLE & YARD ROUTINE

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

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, all other classes at Acrewood Stables, Downing, Prosperous. FETAC Certificate may be available upon completion.

**Course No. 7001: EQUINE ANATOMY AND PHYSIOLOGY
Continuation**

Sessions: 15 Monday 7.00pm-9.00pm Fee: €300

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 Component level 5 on successful completion of module.

Course No. 7025: MANUAL HANDLING

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

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

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

Course No. 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. 7011: SAFETY & HEALTH AT WORK
Continuation**

Sessions: 20 Monday 8.00pm-10.00pm Fee: €220(€110 per term)

Component in Safety & Health at Work 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 2007 and Spring 2008.

**Course No. 7014: HOLISTIC MASSAGE (Continuation)
Sept 2008 - June 2009**

Tuesday & Some Thursdays in Term 2

7.00pm-10.00pm (over three terms)

Fee: €980 Total 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.

PROFESSIONAL BODIES (Continued)

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

**Course No. 7012: ANATOMY & PHYSIOLOGY
Sept 2008 - June 2009
(Continuation)**

Thursday 7.30pm - 10.00pm (over three terms)

Fee: €600 Total 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.**

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

Course Duration: 100 Hours Part-time over One Year

Thursday 7.00pm - 10.00pm & some Saturday mornings

Fee: €650 x 2 (€1,300 Total Tuition Fee)

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.

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
2006/2007 Brochure.

**Course No. 7003: NUI MAYNOOTH
CERTIFICATE IN PSYCHOLOGY
(Continuation)**

Course Duration: 100 Hours Part-time over One Year

Tuesday 7.00pm - 10.00pm & some Saturday mornings

Fee: €525 x 2 (€1,050) Total Tuition Fee)

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

Further Information: From the School 045-893243 or
NUI Maynooth 01-7084500

Library in NUI Maynooth is available to students on Saturdays.

PROFESSIONAL BODIES (Continued)

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

**Course No. 7020:
ACRYLIC SCULPTING NAILS**

Monday

Sessions 16 7.30pm- 10.00pm

Fee: €845 (Total cost including full kit €245approx & exams)

The structure of the nail, disorders & diseases, contraindications, refills, rewhites, Nail biters and much more. Professional diploma on successful completion.

Career Path Mobile Nail Technician, Work at home.

Our Acrylic Nail Course is ideal for part-time or full-time professionals seeking a fast-track career in the nail industry.

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

January 2009 - June 2009

Wednesday

Sessions 16 7.00pm-10.00pm (over two terms)

Fee: €600 Total Tuition Cost

Learn how to apply day, evening & special occasion make-up in a relaxed atmosphere. **Exam Fee and Materials extra.**

**Course No. 7026:
MANICURE & PEDICURE
(ITEC CERTIFIED)**

January 2009 - June 2009

Thursday

Sessions 16 7.00pm-10.00pm (over two terms)

Fee: €600 Total Tuition.

Exam Fee and Materials extra.

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

(Continuation) Sept 2008 - June 2009

Wednesday

7.30pm-9.30pm (over three terms)

Fee: €600 Total Tuition Cost (€300 x 2)

Learn how to apply day, evening & special occasion make-up in a relaxed atmosphere. **Exam Fee and Materials extra.**

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
 Olive Dempsey

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

Telephone: 045 - 868255
Fax: 045 - 868788

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

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 (Continuation)
 Sessions: 16
 Fee: €450
 9.30am—12.30pm
- Course No. MON102:** PILATES
 Sessions: 10
 Fee: €90
 9.30am—10.30am
- Course No. MON103:** PILATES IMPROVERS
 Sessions: 10
 Fee: €90
 10.30am—11.30am
- Course No. MON104:** OIL PAINTING
 Sessions: 10
 Fee: €110
 11.30am—1.30pm
- Course No. MON106:** OIL PAINTING IMPROVERS
 Sessions: 10
 Fee: €110
 1.30pm—3.30pm

TUESDAY

- Course No. TUE201:** WATER COLOUR PAINTING
 Sessions: 10
 Fee: €110
 9.30am — 11.30am
- Course No. TUE202:** YOGA
 Sessions: 10
 Fee: €80
 10.30am — 12.00 noon
- Course No. TUE203:** SPANISH FOR IMPROVERS
 Sessions: 10
 Fee: €110
 11.30am — 1.30pm
- Course No. TUE204:** ITALIAN FOR BEGINNERS
 Sessions: 10
 Fee: €110
 11.30am — 1.30pm

DAYTIME COURSES

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

WEDNESDAY

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

- Course No. WED301:** ECDL Automated Testing Centre (Continuation)
Sessions: 20 Wednesday 9.30am – 12.00pm
Fee: €500 (€250 per term) **Ref Page 1**
- Course No. WED309:** BEAUTY THERAPY
Sessions: 10 9.30am—11.30am
Fee: €110
- Course No. WED303:** SPANISH FOR BEGINNERS
Sessions: 10 1.30pm—3.30pm
Fee: €110
- Course No. WED304:** PAINTING WITH ACRYLICS
Sessions: 10 9.30am—11.30am
Fee: €110
- Course No. WED305:** DIGITAL PHOTOGRAPHY
Sessions: 10 11.30am—1.30pm
Fee: €160
- Course No. WED307:** LEARNING THE GUITAR
PRIMARY SCHOOL STUDENTS
Sessions: 10 Wednesday 3.45pm—4.45pm
Fee: €90

DAYTIME COURSES

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

THURSDAY

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

- Course No. THU405:** ECDL Automated Testing Centre
Sessions: 16 Thursday 9.30am – 12.30pm
Fee: €500 (€250 per term) **Ref Page 1**
- Course No. THU402:** CREATIVE PHOTOGRAPHY & TECHNIQUES
Sessions: 10 11.30am—1.30pm
Fee: €110
- Course No. THU403:** COMPUTERS FOR BEGINNERS
Sessions: 10 1.30pm—3.30pm
Fee: €120
- Course No. THU406:** INTRODUCTION TO NAILS
Sessions: 10 9.30am-11.30am
Fee: €110

FRIDAY

- Course No. FRI501:** COMPUTERS FOR BEGINNERS
Sessions: 10 9.30am—11.30am
Fee: €120
- Course No. FRI502:** COMPUTERS FOR IMPROVERS
FETAC Level 3
Sessions: 10 11.45am—1.45pm
Fee: €120
- Course No. FRI503:** DRAWING THE PORTRAIT
Sessions: 10 9.30am—11.30am
Fee: €120 **Ref Page 13**