# PLEASE TAKE YOUR FREE COPY

PROGRAMMING. JUNIOR SERT ORAL IRISH/PRACTICAL FIRST AID. DRAWING TECHNIQUES. ECDL - IMAGE EDITING ADVANCED MODULE. COMPUTERS FOR OVER 55S. COMPUTERS BEGINNERS. COMPUTERS IMPROVERS. AUTOCAD AUTODESK REVIT. WEB DESIGN USING WORDPRESS. START AND GROW YOUR OWN BUSINESS. OIL PAINTING INTERNET + SOCIAL MEDIA. EVERYDAY PRACTICAL COMPUTER SKILLS. COMPUTA SECURITY + JUNIOR CERT IRISH SOLID EDGE 3D DESIGN. ONLINE + DIGITAL MARKETING DIGITAL MARKETING. INTRODUCTION TO COMPUTER PROGRAMMING. PAYROLL: MANUAL & COMPUTERISED. MEDICAL TERMINOLOGY. LEAVING CERT ORAL IRISH LEGAL PRACTICE AND PROCEDURES. LEAVING CERT IRISH (HONOURS). LEAVING CERT IRISH FOR TRANSITION YEAR STUDENTS. LEAVING CERT MATHS (HONOURS) FOR 5TH YEARS. LEAVING CERT IRISH FOR TRANSITION YEAR STUDENTS. LEAVING CERT MATHS (HONOURS) FOR 5TH YEARS. LEAVING CERT IRISH FOR TRANSITION YEAR STUDENTS. LEAVING CERT MATHS (HONOURS) FOR 5TH YEARS. LEAVING CERT IRISH FOR TRANSITION YEAR STUDENTS. LEAVING CERT CHEMISTRY (HONS) BALLROOM AND LAVIN AMERICAN DANCING. WEB DESIGN. KICKBOXING. BOOTCAMP AND NUTRITION. PYTHON PROGRAMMING INTRODUCTION. PRACTICAL FIRST AID. ONLINE AND DIGITAL MARKETING. SKIN CARE, MAKEUP AND NUTRITION OF POR PHOTOGRAPHERS. CONVERSATIONAL FRENCH. ENGLISH FOR BEGINNERS. SCULPTURE / INTRODUCTION. DRAWING THE PORTRAIT. PAINTING WITH ACRYLICS, WATERCOLOUR PAINTING. DRAWING TECHNIQUES. PHOTOGRAPHY & TECHNIQUES. CREATIVE WRITING WRITING SHORT FICTION. YOUNG NAILS BEGINNER GEL COURSE. INTRODUCTION TO BEAUTY MAKE-UP ARTIST INTRODUCTION. BEAUTY THERAPY. MAKE-UP, (ITEC CERTIFIED). HAIRSTYLING. FASHION AND MEDIA MAKE-UP PERIOD AND THEATRICAL MAKE-UP. SPECIAL EFFECTS. MAKE-UP, DESTRESS FULL BODY MASSAGE. COGNITIVE PERIOD AND THEATRICAL MAKE-UP. SPECIAL EFFECTS. MAKE-UP, DESTRESS FULL BODY MASSAGE.

# SCOIL MHUIRE COMMUNITY SCHOOL CLANE

# ADULT EDUCATION EVENING & DAYTIME COURSES AUTUMN TERM 2023

Classes Start Monday 25th September

MANAGEMENT AND MINDFUL LIVING. MEDITATION / PERSONAL DEVELOPMENT, FOUNDATION COURSE IN LOSS AND BEREAVEMENT. MINDFULNESS MEDITATION. YOGA. PRIMARY FOOD HYGIENE. PALLIATIVE CARE SUPPORT NURSING THEORY AND PRACTICE. MANUAL HANDLING. PALLIATIVE CARE SKILLS / INTRODUCTION. HEALTHCARI SUPPORT - MAJOR AWARD. CARE SUPPORT. GERONTOLOGY. EARLY CHILDHOOD CARE AND EDUCATION - MAJOR EARLY CHILDHOOD EDUCATION AND PLAY NEALTHY COOKING FOR A HEALTHY LIFE. COOKING FOR YOUR HEALTH AN INTRODUCTION TO GROWING YOUR OWN FRUIT 8 VEGETABLES. HERBAL REMEDIES. DOS GROOMING. CANING OBEDIENCE TRAINING. TRAINING AND REHABILITATING. HORSES - ORIGINS OF EQUINE BEHAVIOUR. STABLE AND

EMAIL: INFO@CLANESM.COM WEB: WWW.CL

WEB: WWW.CLANESM.COM PHONE: 045 868255

.GLAINESIVI.GUIVI PHUNE: U40 000200

# Department Staff

# Principal:

Kevin Martin

# Deputy Principal:

JP Cahillane Sinéad Ronan

Séamus Scully

# Director of Adult Education:

Edmond Behan

# **QQI Verifier**

Padraig Brennan

# Assistant Directors of Adult Education:

Cormac O'Donovan Padraig Carbury

#### Adult Education Co-Ordinators:

Orla Mc Ardle Louise Black

#### Information Technology:

Andrew Herring Gerry McGowan

#### School Office Administration Team:

Catherine Killaly Bernadette Grogan Ann O Gorman

# Allii U dullilali

Administration and Support Team:
Jacqueline Slattery

Colette Breslin

Bernie Holligan

#### Night Staff:

Eileen Cribbin

#### Scan the code to view online brochure.



# **ENROLMENT**

All Courses will run for EIGHT WEEKS unless otherwise noted. Mid Term Break: Monday 30th October to Friday 3rd November.

BL

Courses identified with this symbol will have some element of blended and/or self directed learning. These courses will require learners to access some classes and/or resources online in addition to the in school hours listed in the brochure.

# **COURSES BEGIN:**

Monday 25th September
Tuesday 26th September

Wednesday 27th September Thursday 28th September

Friday 29th September

# **HOW TO ENROL:**

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

#### **POSTAL ENROLMENT:**

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

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

#### **ONLINE ENROLMENT:**

To enrol anytime visit www.clanesm.com

#### TELEPHONE ENROLMENT:

Phone 045 868255.

Lines open daily from 9.30am to 4.30pm

#### FOR FURTHER INFORMATION

Telephone: 045 868255

Email: info@clanesm.com Website: www.clanesm.com

Facebook: www.facebook.com/clanesm Address: Scoil Mhuire Adult Education,

Clane, Naas, Co. Kildare.

#### **PAYMENT OF FEES**

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

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

I. Full Payment.

2. Payment by monthly instalments.

Fees: Are non-refundable except where a course is not formed or the Director closes a course.

All cheques should be crossed and made payable to:

Scoil Mhuire Adult Education Account.

Fee reductions may apply.

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

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

#### **TERMS & CONDITIONS**

#### **QQI Courses:**

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

#### QQI Requirement:

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

#### Car Park:

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

Car Park closes at 9.45pm.

#### No Smoking:

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

#### Health & Safety:

All course paticipants attend at their own risk. Neither the Minister for Education nor the Board of Management and their officers accept liability for damage or injury to persons or property, while present in the school or its precincts.

#### Courses:

- Formation of courses will depend upon sufficient enrolments for the course.
- The Director reserves the right to close a course and refund fees or to alter times & dates of a course if deemed necessary.
- Course content may be subject to change.
- We will only contact you if your course is not formed.

#### Age Requirement:

Participants must be at least 18 years of age in order to enrol in Adult Education Courses.

#### **New Courses:**

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

Course

Time

Page

MONDAY

1	0105	Drawing - Introduction	9:15 a.m.	II:15 a.m.	15
	0813	Understanding Mental Health	10:00 a.m.	12:30 p.m.	29
	OIII	Yoga	9:30 a.m.	II:00 a.m.	25
l	0102	Yoga Nidra	l:00 p.m.	2:00 p.m.	24
١	•				

TUESDAY

0201	Special Needs Assisting	10:30 a.m. 1:00 p.m.	28
0223	Mindfulness	II:30 a.m. I:30 p.m.	23

0301	Somatic Movement Education	9:30 a.m.	II:00 a.m.	25
0305	Spanish - Beginners	9:30 a.m.	II:30 a.m.	4
0306	Spanish - Improvers	11:30 a.m.	l:30 p.m.	4
0837	Care of the Older Person	10:30 a.m.	1:00 p.m.	27
0323	Watercolour Painting	II:45 a.m.	l:45 p.m.	15
•••••			••••••	••••

THURSDAY

1					
	0401	ICDL Workforce (ECDL)	9:30 a.m.	II:30 a.m.	8
	0402	Creative Photography & Techniques	II:00 a.m.	l:30 p.m.	16
	0404	Oil Painting	12:15 p.m.	2:15 p.m.	15
	0409	Piloga	9:30 a.m.	10:30 a.m.	24
	0418	Cognitive Behavioural Therapy	10:00 a.m.	12:00 p.m.	17
					••••

0508 Flower Arranging 9:30 a.m. 11:30 a.m. 29
---

Daytime classes marked thus throughout the brochure:

# Contents

CERTIFIED COURSES	6
QQI COURSES	7
INFORMATION TECHNOLOGY	8
BUSINESS - LEGAL - ACCOUNTING	10
LEAVING CERTIFICATE SUBJECTS	13
LANGUAGES	14
ARTS - PHOTOGRAPHY	15
BEAUTY - FASHION	16
HUMAN BEHAVIOUR - MIND	17
DANCE - SPORT - FITNESS	8
MUSIC - SOUND - DRAMA	19
SKILLS - SELF DEVELOPMENT	20
MIND & BODY	22
CARING - HEALTH & SAFETY	26
CRAFTS - FABRICS	29
COOKING	30
GARDENING - NATURE - ANIMALS	31

# Welcome to our New Autumn 2023 Brochure!

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

We offer over I4O classes including many Certified - See pages 6 and 7.

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

Scoil Mhuire is a Community School - Your Community School!

# **CERTIFIED COURSES**

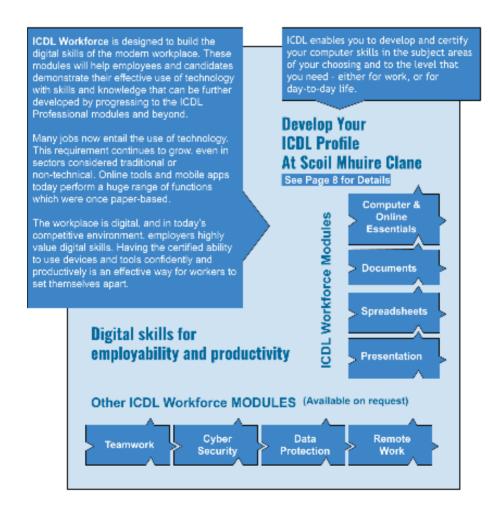
5023

Practical First Aid

#### No. Course Award Page 7016 Make-Up (ITEC Certified) Level 2 Certificate 17 1013 MICROSOFT® Excel - Office Specialist 8 Certificate \_\_\_\_\_\_ ICDL Workforce (ECDL) **N4NI** ICDL Workforce (ECDL) 18 7003 Maynooth University Certificate in Psychology Certificate

28

Certificate



# **QQI CERTIFIED COURSES**

Page

28

22

29

Code



8106

8038

Special Needs Assisting (Level 6)

Understanding Mental Health

Training Delivery And Evaluation (Train the Trainer)

No. Course

8073 10 Accounting Manual And Computerised 8054 Anatomy and Physiology 5N0749 27 8044 Bookkeeping: Manual and Computerised 10 8074 **Business Administration Skills** 0837 27 Care of the Older Person 8104 Care Skills 26 8105 Care Support 26 8042 Child Psychology (4–18 Years) 27 8001 Digital Marketing 5NI364 8017 Digital Photography 16 8081 Healthcare Support - Major Award 5M4339 26 8012 Infection Prevention and Control 27 8076 12 Information and Administration 12 Legal Practice And Procedures 8075 Medical Terminology 8011 Payroll: Manual & Computerised 5NI546 10 8018 28 Special Needs Assisting 5NI786 0201 Special Needs Assisting 28

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

# INFORMATION TECHNOLOGY

#### ICDL WORKFORCE (ECDL)

The Digital Skills Standard

 Course No. 1031
 Sessions: 8
 Thursday
 7:30 PM - 9:30 PM
 Fee: £325

Essentials Certificate - Certified by ICDL

(Payment Plan Option)

ICDL (formally known as ECDL) is Ireland's most popular digital skills programme with a range of 30 modules. The quality and reputation of ICDL is built on over twenty years delivering certification programmes to over 15 million people in more than 40 languages worldwide, with more than 2.5 million ICDL tests taken annually.

**ICDL Workforce** is designed to build the digital skills of the modern workplace.

We offer 4 modules as part of the ICDL Workforce programme.

See <a href="https://icdl.ie/workforce/icdl-workforce/">https://icdl.ie/workforce/icdl-workforce/</a> for full details of all ICDL modules.

#### 1. Computer and Online Essentials

This module covers the main concepts and skills needed for using computers and devices, file and application management, networks, online information, online communication, and safety.

#### 2. Documents

Develop the skills needed to create complex documents that are attractive and easy to read. This module covers the knowledge and skills needed to create clearly presented, well-structured documents.

#### 3. Spreadsheets

Develop the key skills needed to organise and analyse data using spreadsheet software. The Spreadsheets module covers the main concepts and skills needed to use spreadsheets, such as tasks associated with developing, formatting, modifying, and using a spreadsheet.

#### 4. Presentation

The Presentation module covers the main concepts and skills needed to work with presentation software to create and use presentations. Presentations are a helpful way of communicating information, whether it is to be delivered by a speaker or used as a reference or quide.

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

**Important**: Learners should allow for time between classes to access available online elearning resources. ICDL Tests may be completed after course ends if additional time is required.

#### ICDL WORKFORCE (ECDL)

ICDL
The Digital Skills Standard

D

esources. ICDL Tests may be completed after course ends if additional time is required.

Course No. 0401 Sessions: 8

Essentials Certificate - Certified by ICDL

(Payment Plan Option)

Description as Evening Course No. 1031 Above.

Sessions: 8

# MICROSOFT® EXCEL - OFFICE SPECIALIST

N

Microsoft

•••••

Fee:€325

Course No. 1013

Monday

Thursday

7:30 PM - 9:30 PM

9:30 AM - II:30 AM

Fee:£12

Scan Mel

Optional Additional Costs - eLearning Pack including Exam Voucher €80

Certificate - Certified by Microsoft\* Gain a solid foundation in Excel 2019. This course is suitable for improvers (Optional Certificate). Complete practical projects in a relaxed workshop environment. Learn the terminology, create and manage worksheets and workbooks, create cells and ranges, create tables, apply formulas and functions, create charts and objects. Create professional quality spreadsheets.

\*Optional: Undertake Microsoft Office Specialist Excel 2019 Exam and become a Microsoft IT Academy Office Specialist. Immediate results using the most modern testing methods. Test yourself in advance using automated practice exams. Put Microsoft on your CV! Optional eLearning pack and testing cost extra as above.

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

#### COMPUTERS BEGINNERS

Course No. 1005 Fee: £120 Sessions: 8 Tuesday 7:30 PM - 9:30 PM

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

#### **COMPUTERS IMPROVERS**

Course No. 1008 Sessions: 8 Wednesday 7:30 PM - 9:30 PM

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

#### COMPUTERS FOR IMPROVERS: PRE - ICDL

Course No. 1009 Sessions: 8 Wednesday 7:30 PM - 9:30 PM

This Pre - ICDL course is designed to help learners develop the confidence and skills required to proceed and undertake the 'ICDL Workforce (ECDL)'. Description as Evening Course No. 1008 Above.

#### PYTHON FOR WEB DEVELOPMENT

NEW

Wednesday 7:30 PM - 9:30 PM Course No. 1021 Fee:£I40 Sessions: 8

Beginner computer programming course. Learn the fundamentals of the Python programming language and the skills gained to build a functioning website.

#### **AUTOCAD**

Wednesday 7:30 PM - 9:30 PM Fee: £190 Course No. 1010 Sessions: 8 Scan Me!

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.

#### AUTODESK REVIT

Course No. 1028 Sessions: 8 7:30 PM - 9:30 PM Fee:£I90 Monday

(Payment Plan Option)

(Payment Plan Option)

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

#### COMPUTER PROGRAMMING - INTRODUCTION

Course No. 1026 Sessions: 8 Thursday 7:30 PM - 9:30 PM Fee:€I20

Learn how to read and write code and use computers to solve simple problems using the Java programming language. Learn how to install and use any required software such as the Java Development Kit. We will start to think like software developers. We will deal with all the major areas of the Java Programming language in a simple and structured fashion to allow us to build our knowledge from the ground up. This course should help people to discover if they are interested in or suited to a career in Information Technology. Computer programming experience not required.

# BUSINESS - LEGAL - ACCOUNTING

#### ACCOUNTING MANUAL AND COMPUTERISED

Sessions: 15



Thursdays and some Tuesdays 7:30 PM - 9:30 PM

Fee:£390

#### Level 5 Component Code 5NI348 - Certified by OOI

(Payment Plan Option)

The purpose of this award is to equip the learner with the knowledge, skill and competence to prepare financial statements for a range of organisations both manually and using integrated accounting software. Good knowledge of bookkeeping required. There are 8 components required to complete a full

This may lead to a major award Business Administration Code 5M2468

#### **BOOKKEEPING: MANUAL AND COMPUTERISED**



Course No. 8044 Sessions: 16

Thursdays and some Tuesdays

7:30 PM - 9:30 PM

Fee:£390

#### Level 5 Component Code 5NI354 - Certified by OOI

(Payment Plan Option)

This is a course in both Manual and Computerised Bookkeeping. QQI Level 5 Component Certificate will be available upon completion of both Term 1 (Manual Bookkeeping) and Term 2 (Computerised Bookkeeping) using Sage 50.

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

This may lead to a major award in Business Administration Code 5M2468.

#### PAYROLL: MANUAL & COMPUTERISED





Course No. 8011

Course No. 8073

001 Level 5 award.

Sessions: 12

Tuesday

6:30 PM - 9:30 PM

Fee:£390

#### Level 5 Component Code 5NI546 - Certified by QQI

(Payment Plan Option)

Exam will be held during the 12th session - Date to be confirmed.

This course will provide you with the knowledge and skills necessary to maintain payroll records for small to medium sized businesses covering terminology, calculations and the production of statutory reports. **Sage Micropay used**. (Memory stick required).

Students should be familiar with how to use a computer, USB Key and Excel/Google Sheets.

This may lead to a major award in Business Administration Code 5M2468.

#### MEDICAL TERMINOLOGY





Course No. 8075

Sessions: 8

Thursday 7:30 PM - 9:30 PM

Eno-6300

#### Level 5 Component Code 5N2428- Certified by QQI

(Payment Plan Option)

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

5N2428 is a component of the Major award 5M1997 Office Administration

#### CREDIT COLLECTION & DEBT MANAGEMENT

Course No. 3032

Sessions: 8

Wednesday

7:30 PM - 9:30 PM

F00-E121

The purpose of the course is to provide sme & self employed with an overview on how to manage credit and risk within the business. Taking a proactive and structured approach to credit collection and debt management will contribute to a more successful business. Maximise your profit and minimise your risk.

#### **Topics covered**

- Overview of credit management as a business function
   Credit policy, credit terms
- Account credit application Structured collection techniques
- Administration within credit collections & debt management
- Effective communications
   Effective collection methods
- Debt collection The legal process for debt collection.

# BUSINESS - LEGAL - ACCOUNTING

DIGITAL MARKETING 😢 📵

Course No. 8001 Sessions: 8 Monday 7:00 PM - 9:30 PM Fee:€225

#### Level 5 Code NI364 - Certified by QQI

(Payment Plan Option)

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

#### The course covers the following topics -

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

This is a valuable opportunity to see how industry leaders plan and implement digital strategy. Upon completion you will have a clear understanding of the various channels and activities required to plan, implement and manage a comprehensive digital marketing campaign.

This module is a component of "eBusiness" 5M0828 and "Marketing" 5M2069

#### ONLINE & DIGITAL MARKETING

Course No. 3036 Sessions: 8 Monday 7:00 PM - 9:30 PM Fee: £175

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

This course will cover the following subjects -

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

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

#### **BUSINESS ADMINISTRATION SKILLS**

BL

Course No. 8074 Sessions: 8 Tuesday

7:30 PM - 9:30 PM

Fee:€290

#### Level 5 Component Code 5NI6IO - Certified by OOI

(Payment Plan Option)

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

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

#### Progression route:

Employment within the Business, Finance, Administration and Marketing sectors. Progression to 3rd level courses through the Higher Education Links Scheme (HELS).

# **BUSINESS - LEGAL - ACCOUNTING**

#### START AND GROW YOUR OWN BUSINESS.

Course No. 3031 Sessions: 7 Tuesday 7:30 PM - 9:30 PM Fee:£100

The course covers the following topics -

Start ups, Banking, Business Loans, Contracts.

Day to day Running of your business.

Cash flow projections, Sales Targets & Sales pipe lines.

Grow your client base, month by month.

Sales & Marketing on a tight Budget.

Grants, Law, Web Sales, Contracts of Employment,

Company registration & Tax/Vat Returns

#### INFORMATION AND ADMINISTRATION





Course No. 8076 Sessions: 8

Thursday

7:30 PM - 9:30 PM

Fee-£290

#### Level 5 Component 5NI389 - Certified by QQI

(Payment Plan Option)

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

Organisational charts Effective diary management system,

Roles and functions in the planning and conduct of a range of business meetings,

Manual or computerised database filing system, Use of office equipment and resources,

Document collation and proofing and payment validation, Organise inward and outward postage,

Diary management to include meeting notices and minutes and the preparation of business trip itineraries, Prevent unauthorised access to files and records.

This may lead to a major award in Business Administration Code 5M2468.

#### LEGAL PRACTICE AND PROCEDURES





Course No. 8088 Sessions: 8 Monday

7:30 PM - 9:30 PM

Fee:€290

#### Level 5 Component Code 5NI394 - Certified by QQI

(Payment Plan Option)

Legal Secretaries assist in the smooth running of law firms by providing full support to professional staff in legal offices. They deal with a wide range of challenging legal and administrative tasks. The purpose of this award is to equip the learner with the knowledge, skill and competence in legal practice and principles to enable the learner to appreciate the role of law in a range of vocational contexts and within their personal lives.

#### **Progression:**

Solicitors, barristers, legal departments of government, the industrial and commercial sector amongst others, employ legal secretaries.

Many successful student's progress to third level institutions through the Higher Education Links Scheme (HELS).

5N1394 is a component of the Major award 5M1997 Office Administration.

It is also linked to Early Childhood Care and Education.

#### Start and Grow Your Own Business

"Lots of opportunity to ask questions, lots of information provided on where to get additional support. I really enjoyed it".

#### **Creative Photography**

"Teacher was excellent."

"Practical but the theory was necessary. The group was great too."

"Course presenter was excellent overall and made the classes most enjoyable and informative."

LEAVING CERT IRISH (HONOURS) Course No. 2004 Sessions: IN Tuesday 7:30 PM - 9:30 PM Fee:£I35 (Payment Plan Option) Written and oral covered. Course taught by experienced examiner. Leaving Certificate students only. SHAKESPEARE FOR 5TH YEAR STUDENTS (HONS) Course No. 2008 Sessions: 10 8:00 PM - 9:30 PM Fee:€I20 Wednesday Make a great start to your Leaving Certificate English course with a close analysis of the prescribed Shakespearean play for 2025, King Lear. For 5th Year students only. LEAVING CERT MATHS (HONOURS) Bl Course No. 2001 Sessions: 20 6:00 PM - 8:00 PM Monday Fee:€270 Complete course will be offered over two terms Autumn and Spring. (Payment Plan Option) For 6th year students. LEAVING CERT MATHS (HONOURS) FOR 5TH YEARS Course No. 2032 Sessions: 20 Monday 8:00 PM - 9:30 PM Complete course will be offered over two terms Autumn and Spring. (Payment Plan Option) EAVING CERT MATHS (HONS) FOR TRANSITION YEAR STUDENTS. Course No. 2026 Sessions: 10 Monday 8:00 PM - 9:30 PM For students currently in Transition Year. Great foundation for Leaving Cert honours maths. LEAVING CERT MATHS (ORDINARY LEVEL) Course No. 2002 Sessions: 20 Tuesday 8:00 PM - 9:30 PM (Payment Plan Option) Course will be offered over two terms Autumn and Spring. Leaving Certificate students only. LEAVING CERT BIOLOGY (HONS)

Course No. 2003 Sessions: 20 Tuesday 7:00 PM - 9:00 PM Fee-£270

(Payment Plan Option)

Course will be offered over two terms Autumn and Spring. Leaving Certificate students only.

**LEARNING SKILLS (EVENING)** 

Course No. 2007 Monday, Tuesday, Wednesday, Thursday 4:00 PM - 6:00 PM

Note: Places are limited - Fees are non-refundable.

# **LANGUAGES**

#### SIGN LANGUAGE - BEGINNERS

Course No. 4018 Sessions: 8 Wednesday 7:30 PM - 9:00 PM Fee: £90

The course is designed to enable learners to learn in basic Irish sign language (ISL) to communicate with deaf people about familiar, day to day topics and activities, deaf community and deaf culture. By the end of the course learners will able to communicate with deaf people using sign language,

understand basic questions/answers using ISL conversation, and sign a short story.

#### SIGN LANGUAGE - IMPROVERS

Course No. 4019 Sessions: 8 Monday 7:30 PM − 9:00 PM Fee:€90

The course is designed to enable learners to improve basic Irish sign language (ISL) to communicate with deaf people about familiar, day to day topics and activities, deaf community and deaf culture. By the end of the course learners will able to communicate with deaf people using sign language, understand basic questions/answers using ISL conversation, and sign a short story.

#### SPANISH - BEGINNERS

Course No. 4001 Sessions: 8 Monday 7:30 PM - 9:30 PM Fee: £120

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

#### SPANISH - BEGINNERS

F 0100

Course No. 0305 Sessions: 8 Wednesday 9:30 AM - II:30 AM Fee:€I20

Course description as evening course no. 4001 above.

#### SPANISH - IMPROVERS

٧

Course No. 0306 Sessions: 8 Wednesday II:30 AM - I:30 PM Fee:£I20

For those who have taken a Basic Course in Spanish.

#### CONVERSATIONAL FRENCH

Course No. 4008 Sessions: 8 Tuesday 7:30 PM - 9:30 PM Fee: £120

This course is suitable for those interested in improving their spoken French, especially when going on holiday.

#### FRENCH BEGINNERS

Course No. 4009 Sessions: 8 Monday 7:30 PM - 9:30 PM Fee: £120

Suitable for beginners. Prepare for your holiday in France, move on to Conversational French next term.

#### CONVERSATIONAL IRISH

AANUEDA ITIANIA INIAU

#### CONVENION TOWAL ITHOU

Course No. 4003 Sessions: 8 Tuesday 7:30 PM - 9:30 PM Fee:€I20

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

#### ITALIAN BEGINNERS

Course No. 4010 Sessions: 8 Tuesday 7:30 PM − 9:30 PM Fee:€120

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

#### **GERMAN BEGINNERS**

Course No. 4012 Sessions: 8 Wednesday 7:30 PM - 9:30 PM Fee:€120

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

#### Spanish Beginner

"Good class interaction." "Pace suited to beginners."

"Thank you very much for the excellent programme. It is a real benefit to the community."

# ARTS - PHOTOGRAPHY

			Anti	o-rnuluunarni
OIL PAINTING				
Course No. 6058	Sessions: 8	Tuesday	7:30 PM - 9:30 PM	Fee:€I20
Laava ail maintin	a in a valeurad aw		numerat The feeting of this	(Cost of materials extra)
			onment. The focus of this by providing advice and de	
techniques. Clas	s tutor is experie	enced and is a pract	ising artist	
OIL PAINTING				D
Course No. 0404	Sessions: 8	Thursday	12:15 PM - 2:15 PM	Fee:€I20
Description as E	vening Course No	o. 6058 Above.		
DRAWING THE P	PORTRAIT			
Course No. 6076	Sessions: 8	Monday	7:30 PM - 9:30 PM	Fee: £120
This course is de	osianed for learns	ars who have an int	erest in sketching portrait	Cost Materials €20 approx.
likeness. Suitabl	e for absolute be	eginners and those	who have some knowledg	
You will need to	purchase your o	wn drawing supplie	<sup>2</sup> S.	
DRAWING - INTI	RODUCTION			D
Course No. 0105	Sessions: 8	Monday	9:15 AM - II:15 AM	Fee:€I20
ART WORKSHOP				NEW
Course No. 6039	Sessions: 8	Thursday	8:00 PM - 9:30 PM	Fee: £90
Scan M		n. Face Mandala Co	offee Painting, Basic Portr	Cost Materials EIO approx.
		•	re paints a thousand word	
PAINTING WITH	ACRYLICS			
Course No. 6059	Sessions: 8	Thursday	7:30 PM - 9:30 PM	Fee:€l20
				(Cost of materials extra)
			with this versatile, fast dry ge and still life painting.	ying medium. Also included
	vailable from offi	ce).		
WATERCOLOUR	PAINTING			
Course No. 6060	Sessions: 8		7:30 PM - 9:30 PM	Fee:€I20
				(Cost of materials extra)
A course for beg		xperienced in the te	echniques of painting with	n watercolours.
WATERCOLOUR	PAINTING			D
Course No. 0323		,	II:45 AM - I:45 PM	Fee:€I20
••••••	vening Course No	o. 6060 Above.		<u>.</u>
DRAWING TECH	NIQUES			
Course No. 6061	Sessions: 8	Thursday	7:30 PM - 9:30 PM	Fee: £120
Learn to draw a	variety of subjec	ts usino pencil. cha	rcoal and chalk pastels.	(Cost of materials extra)
	, 3. 300,00	3 g F G	The second secon	

# ARTS - PHOTOGRAPHY

#### PHOTOSHOP & LIGHTROOM FOR PHOTOGRAPHERS

Course No. 6174

Sessions: 8

Monday

7:00 PM - 9:30 PM

Fee:€I60

(Payment Plan Option)

Learn and understand the necessary functions of Lightroom and Photoshop. Develop a simple post production workflow. Manage and store your photo files and optimise the quality of your images before exporting for print or the web. Edit, repair and make colour adjustments in Lightroom. Edit with layers and masks in Photoshop. Whether you're new to Photoshop & Lightroom or an improver this course will have something to offer. **Free access to Photoshop CC & Lightroom CC for the duration of the course**. Students must have their own laptop.

#### CREATIVE PHOTOGRAPHY & TECHNIQUES

Course No. 6030

Sessions: 8

Tuesday

7:00 PM - 9:30 PM

Fee:£I40

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

#### CREATIVE PHOTOGRAPHY & TECHNIQUES



Course No. 0402

Sessions: 8

Thursday

II:00 AM - I:30 PM

Fee:£I40

Description as Evening Course No. 6030 Above.

#### DIGITAL PHOTOGRAPHY



Course No. 8017 Sessions: 10

Wednesday

7:00 PM - 9:30 PM

Fee:E325

Level 5 Component Code 5NI270 - Certified by QQI

(Payment Plan Option)

The purpose of this award is to equip the learner with the knowledge, skill and competence in the theory and practice of digital photographic production to produce digital photographic images. Participants should have access to a laptop with any version of Photoshop or Adobe elements Photoshop installed and a camera capable of full manual operation.

This may lead to a Major Award in Multimedia Production 5M2146.

#### CREATIVE WRITING

Course No. 6063

Sessions: 8

Tuesday

7:30 PM - 9:30 PM

Fee-£120

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

# **BEAUTY - FASHION**

# MAKE-UP ARTIST - INTRODUCTION

Course No. 5027

Sessions: 8

Monday

7:30 PM - 9:30 PM

Fee:€I20

Cost of Kit extra.

- Skin types & conditions, matching your foundation, colour correction & colour theory, contouring, highlighting, sculpting, shading
- Eyebrows, strong lips, eyeliner techniques.
- Day & Evening make up
- Bridal makeup
- Make-up for the mature lady and smokey eyes
- Individual & strip lash application.

Small kit & brush requirement for this course, available on first night.

#### MAKE-UP (ITEC CERTIFIED)

Course No. 7016

Sessions: 20



Tuesday 7:30 PM - 9:30 PM

Fee:€500

Level 2 Certificate - Certified by ITEC

Examinations: www.itecworld.co.uk.

Exam Fee. Kit and Materials extra.

(Payment Plan Option)
Cost of Kit approx. £100

This course is suitable for beginners covering all the basics of makeup artistry. Includes:

- Face shapes Contouring (Highlighting and Shading)
- Skin tones corrective make-up, camouflage makeup, base application
- Skin types Analysis, cleansing, toning, moisturising and skin prep
- Eye shapes and correction
- · Lip Shapes and correction
- · Skin disorders and Contraindications
- Day make-up, Evening make-up, Bridal make-up
- · Using different textures / mediums
- Application of false lashes individual, strip and partial
- Photographic Makeup Making changes for colour or black and white mediums
- Effects of lighting on makeup
- · Sterilisation/ sanitisation of tools plus many more
- Airbrush Make-up demonstration

NB: Students are required to create a portfolio of work throughout this course. Students may be required to practice or complete some course work outside of course hours. Students are required to work on each other throughout the course.

#### BARBERING

Course No. 6108

Sessions: 8

Thursday

7:30 PM - 9:30 PM

Fee:€l20

Additional cost for materials £15

Introduction course to include basic cutting, blending, razor work and beard styling.

# **HUMAN BEHAVIOUR - MIND**

#### COGNITIVE BEHAVIOURAL THERAPY

Course No. 6155

Sessions: 8

Monday

7:00 PM - 9:00 PM

Fee:€I20

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

#### COGNITIVE BEHAVIOURAL THERAPY

D

Course No. 0418

Sessions: 8

Thursday

10:00 AM - 12:00 PM

Fee:£I20

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

#### COUNSELLING - AN INTRODUCTION

BL

Course No. 6028

Sessions: 8

Wednesday

7:30 PM - 9:30 PM

Fee:€I20

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.

# HUMAN BEHAVIOUR - MIND

#### PSYCHOLOGY - AN INTRODUCTION

Course No. 6027

Sessions: 8

Tuesday

7:30 p.m. - 9:30 p.m.

Fee-£I20

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

#### MAYNOOTH UNIVERSITY CERTIFICATE IN PSYCHOLOGY



Course No. 7003

Sessions: 100 Hours (October to May)

Tuesday 7:00 p.m. - 9:30 p.m.

1.

Certificate - Certified by Maynooth University

(Payment Plan Option)

Have you ever wondered why people behave as they do or whether a career in psychology might be for you? This Level 7 Certificate in Psychology provides a comprehensive introduction to the field.

#### **Course Content:**

- Biological bases of behaviour
- Developmental psychology
- Mental health
- Cognitive psychology
- Personality theory
- Social psychology
- Research methods
- Forensic psychology

The course contains 100 class hours and runs from October to May in the welcoming settings of Scoil Mhuire Clane and Maynooth University. Previous students of the course have pursued further study and careers in psychology, counselling and psychotherapy, career guidance, addiction, social work and social care.

#### **Admission Requirements:**

Participants must be 21 years or over. Have adequate skills to participate fully in an NUI Certificate level course.

#### **Further Information:**

From the School 045 868255 or NUI Maynooth 01 7084500

Library in Maynooth University is available to students on Saturdays.

Classes take place in Scoil Mhuire Clane, with 2 - 3 Saturday seminars/workshops in

Maynooth University.

# DANCE - SPORTS - FITNESS

# IO WEEK CHANGE YOUR BODY CHALLENGE

Course No. 5001

Sessions: 10

Wednesday

7:00 PM - 8:00 PM

Fee:€70

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

#### DANCE WORKSHOP

NEW

Course No. 5047

Sessions: 8

Thursday

7:00 p.m. - 8:00 p.m.

Fee:€70

Beginner level Constructing the body, Movement Technique and Improvisation, Hand Choreography, Sitting Choreography, Dance Choreography.

#### CALLANETICS

Course No. 5043

Sessions: 8

Tuesday

7:30 p.m. - 8:30 p.m.

Fee:€70

Callanetics are conditioning classes that improve flexibility and help with toning and inch loss. These classes are excellent for conditioning the lower body is stomach, bottom, hips and thigh:

These classes are excellent for conditioning the lower body ie stomach, bottom, hips and thighs. There is a warm up and cool down allowing the muscles to warm and stretch properly. Suitable for people with a basic fitness level as the exercises are slow controlled and involve no jumping around.

Bring exercise mat & water bottle.

18

# DANCE - SPORTS - FITNESS

#### LINE DANCING

Course No. 5014 Sessions: 8 Wednesday 7:30 PM - 8:30 PM Fee:£70

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

#### BALLROOM DANCING FOR BEGINNERS

Course No. 5059 Sessions: 8 Thursday 7:30 PM - 8:30 PM Fee: £70

Would you like to learn to dance for fun or for that special occasion? Taught by top Irish International Ballroom Dancing competitors, Dermot and Sandra Bracken. Learn Ballroom Dancing, Latin, American, Waltz, Quickstep, Jive and Cha Cha Cha in a fun and friendly environment.

#### **AEROBICS N' TONE**

Course No. 5035 Sessions: 8 Monday 7:00 PM - 8:00 PM Fee:670

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. Oualified Instructor. (Bring mat & bottle of water).

#### **BOOTCAMP**

Course No. 5053 Sessions: 8 Wednesday 8:00 PM - 9:00 PM Fee:£70

A great way to burn calories. Work your whole body in a short period of time. Each exercise is fun. Easy to fit into a busy schedule. An intense workout that combines cardio, strength and flexibility training. Great for weight loss, all ages and body shapes.

#### KETTLEBELLS

Course No. 5051 Sessions: 8 Monday 8:00 p.m. - 9:00 p.m. Fee:670

Almost anyone can benefit from Kettlebells training. Improves posture, fitness, bone density and alignment. Keeps the body fit. Simple, straightforward exercises..

#### **ZUMBA FITNESS**

Course No. 5052 Sessions: 8 Tuesday 8:00 PM - 9:00 PM Fee:£70

Ditch the Workout - Join the Party! An exhilarating, effective, easy to follow, Latin inspired, calorie burning dance fitness party that's moving millions of people towards joy and health.

# MUSIC - SOUND - DRAMA

#### LEARNING THE GUITAR

Course No. 604l Sessions: 8 Wednesday 7:30 PM - 9:30 PM Fee: £120

Suitable for beginners or those with some experience. Tuning, strumming, finger styles etc. Learners are required to bring their own quitar to class.

#### LEARNING THE BODHRAN

Course No. 6038 Sessions: 8 Monday 7:30 PM - 9:00 PM Fee: 690

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

#### TENOR BANJO / MANDOLIN

Course No. 6045 Sessions: 8 Thursday 7:30 PM − 9:30 PM Fee:€120

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

# MUSIC - SOUND - DRAMA

#### KEYBOARD PIANO FOR COMPLETE BEGINNERS

Course No. 6043 Sessions: 8 Tuesday 7:30 PM - 8:30 PM Fee: E8

Learn to play and read some basic music in an easy and fun way. This course is designed for people who have never played music before and would like to have a go.

#### KEYBOARD PIANO FOR IMPROVERS

Course No. 6046 Sessions: 8 Tuesday 8:30 PM - 9:30 PM Fee: £80

This course is designed for people who have done already some very basic reading and playing. You will learn to play some more advanced music and some scale work. The course also covers some basic theory and knowledge of the workings of the keyboard and piano.

#### UKULELE

Course No. 5058 Sessions: 8 Thursday 7:30 PM - 9:30 PM Fee:€120

Ukulele is an affordable and straightforward instrument to purchase/learn and is a lot of fun. Suitable for beginners and improvers. Students should please note that Concert size Ukulele of wooden construction would be preferable as they are easier to play and more musical to the ear.

Tutor: Frankie Lane is an experienced professional musician.

#### SINGING LESSONS FOR ALL

Course No. 5057 Sessions: 8 Wednesday 7:30 PM - 9:30 PM Fee:€120

This course will teach students the techniques to sing and perform with confidence; whether it be in front of friends and family, on a karaoke night or on stage!

Singing is a great way of expressing yourself and the breathing techniques involved can be meditating.

#### **ACTING IOI: THE FUNDAMENTALS**

Course No. 5059 Sessions: 8 Wednesday 7:30 PM - 9:30 PM Fee:£120

This course provides a base knowledge of the skills you need to begin your acting journey, whether that be at a hobbyist or professional level. It provides confidence when entering a rehearsal space for the first time that you know as much as everyone else. The tutor that has over 15 years of experience in Ireland and abroad and can confidently guide you in the right direction. We get to play pretend in this class, always respecting the craft of acting but never forgeting the fun of it! For many reasons, adults come to acting later in life. This course will support you as your inner actor bursts forth, and who knows, this could be a whole new chapter for you!

# SKILLS - SELF DEVELOPMENT

# INTRODUCTION TO HOME-BREWING & BREWING SCIENCE

Course No. 6034 Sessions: 8 Wednesday 7:30 PM - 9:30 PM Fee: £120

Have you ever wanted to brew your own beer? Or maybe you've already brewed your first beer and you're looking for ways to improve and learn more about the craft?

This course will get you up to speed with everything you need to know to brew great beer and give you the tools to build your own recipes from scratch.

- We will start with the basics of the brewing process from "grain to glass" and explain the terms and concepts you'll need to be aware of as a brewer.
- The subsequent classes will take a deep dive into the 4 main components of a beer: water, malt, hops and yeast, before bringing it all together in a recipe writing workshop.
- The final part of the course will be a case study of the Belgian Trappist monks and their brewing practices, which date back to the 16th century.

# SKILLS - SELF DEVELOPMENT

#### PRACTICAL INTERIOR DESIGN

Course No. 602l Sessions: 8 Wednesday 7:30 PM - 9:30 PM Fee: £121

An introduction to Interior Design with a focus on practical tips and tricks that will help you to transform your home. Each week focuses on a different room in the home and hopes to inspire and equip you with the confidence to tackle your own design projects.

#### PAWN TO KING: A COMPLETE GUIDE TO CHESS

Course No. 6035 Sessions: 8 Wednesday 7:30 PM - 9:30 PM Fee: £120

Pawn to King teaches participants all aspects of chess. Participants will learn how to set up a board, the starting position, movement and capture rules for all pieces, basic strategy and tactics, setting up an on-line chess account and clubs and tournaments in the area. This course is suitable for beginners and experienced players.

Chess has many social and academic benefits. Consistently playing chess improves concentration and memory, promotes positive mental health, enhances problem solving skills and creativity. On top of that, it is a fun, engaging inclusive game.

The tutor is a member of the Irish Chess Union.

#### **WOODWORKING FOR BEGINNERS**

Course No. 6032 Sessions: 8 Thursday 7:30 PM - 9:30 PM Fee: £120

Learn the proper and safe use of woodworking tools and how to design and build your own projects. Skills in woodwork, shaping, design features and finishing are all well practiced allowing the student to gain confidence in the use of a wide range of basic woodwork machinery and tools. A variety of projects are produced each one utilising the new skills that have been learned with each piece becoming an important learning tool in the journey of woodwork. This is a stepping stone to further woodwork projects or home DIY.

#### FURNITURE RESTORATION

Course No. 6036 Sessions: 8 Wednesday 7:30 PM - 9:30 PM Fee:€120

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

#### DIY

Course No. 6010 Sessions: 8 Tuesday 7:30 PM - 9:30 PM Fee:€120

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

# DIY - IMPROVERS NEW

Course No. 6017 Sessions: 8 Monday 7:30 PM - 9:30 PM Fee: €120

This course is designed for those that have already completed the first DIY course and for those that have some experience in DIY. Get more experience in some of the areas you may lack confidence in. You will learn more as to how things work and to address the problem if the arises.

#### TRACE YOUR FAMILY TREE

Course No. 6144 Sessions: 8 Monday 7:30 PM - 9:30 PM Fee:6120

Who do you think you are? Genealogy for beginners. An introductory course on how to trace your family history & build up your family tree. Course will look at births, deaths, marriages, census returns & many more records from Ireland & United Kingdom. Basic computer skills needed.

# SKILLS - SELF DEVELOPMEN

#### **BRIDGE - BEGINNERS**

Course No. 6091 Sessions: 10 7:30 PM - 9:30 PM Fee:£I40 Wednesday

Suitable for beginners. Enjoy a great night out!

#### BRIDGE - IMPROVERS

www.00l.ie

Course No. 6092 Sessions: 10 Thursday 7:30 PM - 9:30 PM Fee:El40

Improve your bridge skills and enjoy a great night out!

#### TRAINING DELIVERY AND EVALUATION (TRAIN THE TRAINER)



7:00 PM - 9:30 PM

Fee:€330

Level 6 Component Code 6N3326 - Certified by OOI

(Payment Plan Option) Extra cost for folder and text book €35

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

#### **Content of Programme includes:**

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

#### SPEAKING WITH CONFIDENCE

Course No. 6090 Thursday 7:30 PM - 9:30 PM Sessions: 8 Fee: £120

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

#### PUBLIC SPEAKING

7:30 PM - 9:30 PM Course No. 6131 Sessions: 8 Thursday

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

#### MANIFESTATION COACHING - MAKE YOUR DREAMS REALITY

NEW

Course No. 5042

Sessions: 6

Wednesday

7:30 PM - 9:00 PM

Fee:£70

This course starts mid-October.

We all lack confidence in certain areas of our lives. With self discipline, strategies and personal development you can get to where you deserve to be. Learn to develop positive mindsets and take responsibility for your life and achieve your goals. You can both live and love your life and fulfil everything you want to achieve. Course is designed to cater for individual needs

#### INTRODUCTION TO AROMATHERAPY

NFW

Course No. 5055

Sessions: 8

Thursday 7:30 PM - 9:30 PM

Fee: £120

An introduction to aromatherapy including:

The therapeutic value of essential oils

How essential oils enter the body & bloodstream

How aromatherapy can heal the body- anxiety & stress, hormonal balance

Light hand massage & meditation using essential oils"

Also included are interactive classes making up blends & creams.

# MIND AND BODY

#### EMOTIONAL INTELLIGENCE FOR COMMUNICATION AND LEADERSHIP SKILLS

Course No. 5032 Sessions: 8 Wednesday 7:30 PM - 9:30 PM Fee: 6120

A foundation step-by step fun learning environment. At the end of the course the student will have a sound basis in the most important life skills that they will ever learn that will have a positive impact to enhance relationships in the home and workplace.

- Learn high definition self awareness with emotional intelligence.
- The ability to understand values, beliefs and behaviour patterns, understand emotions as well as express feelings, beliefs and thoughts in a non-destructive manner.
- The ability to understand others' feelings and relate with people.
- The ability to manage and control emotions as they work for us and not against us.

Self-awareness is the foundation component of emotional intelligence it impacts feelings of self-esteem, security, inner strength, self assuredness, self-confidence and healthy self reliance, a well-developed sense of identity of who we are as a person.

#### MINDFULNESS & POSITIVE PSYCHOLOGY

Course No. 5065 Sessions: 8 Wednesday 7:30 PM - 9:30 PM Fee:€12

Gain knowledge of mindfulness and self-care practices to help manage your anxiety and the stresses of daily living. Learn practices like breathing exercises, guided mediations and stress reduction which also incorporates positive psychology for a more balanced and happier way of living.

#### **MINDFULNESS**

Course No. 0223 Sessions: 8 Tuesday II:30 AM - I:30 PM Fee: £120

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

#### MINDFULNESS MEDITATION

Course No. 5064 Sessions: 8 Thursday 7:30 PM - 9:30 PM Fee:€I20

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

#### THRIVING WITH A HEALTHY LIFESTYLE

Course No. 5037 Sessions: 8 Monday 7:30 PM - 9:30 PM Fee: £120

Each session will address areas to improve your personal habits through awareness and education of what is best for your well-being. This includes the 4 pillars of health, nutrition, sleep, meditation or quietude, exercise, stress relief, morning and evening rituals to power up your day and wind down your evening, the life wheel for a balanced life, setting goals, self-care, and making room for joy.

#### SELF-MOTIVATION NEW

Course No. 5038 Sessions: 8 Wednesday 7:30 PM - 9:30 PM Fee: £120

We all lack confidence in certain areas of our lives. With self discipline, strategies and personal development you can get to where you deserve to be. Learn to develop positive mindsets and take responsibility for your life and achieve your goals. You can both live and love your life and fulfil everything you want to achieve. Course is designed to cater for individual needs.

#### NON-DUALITY, SPIRITUAL AWAKENING & ENLIGHTENMENT

Course No. 5065 Sessions: 8 Tuesday 7:30 PM − 9:30 PM Fee:€I20

A course on Spirituality, Yoga, Awakening, Enlightenment, Non-Duality, Mindfulness, Meditation, Mysticism, Occult Knowledge, Psychology, Mind Training, Psychedelics and Phenomenology. If you are enjoy listening to Alan Watts, Adyashanti, Osho, Rupert Spira, Jiddu Krishnamurti, Sadhguru, Sri Ramana Maharshi and other mystical teachers then this course will attempt to explain the deeper spiritual truths that these speakers are pointing towards.

23

# MIND AND BODY

#### STRESS MANAGEMENT AND MINDFUL LIVING

Course No. 5062 Sessions: 8

Thursday

7:30 PM - 9:30 PM

Fee:£I20

Develop an ability to deal with stress and learn to live in a mindful way which may increase feelings of happiness, joy and peace in their lives. topics include: Stress and the impact on our lives, What is mindful living?, How mindful living can help us deal with stress, Problem solving, Healthy living, Exercise/Movement, Meditation. Mindful living may not change the ever present external demands on our time and energy, however mindful living has the ability to change our reaction to these demands, resulting in less stress and a more joyful and peaceful approach to life.

#### PILOGA

Course No. 5049

Sessions: 8

Wednesday

7:30 PM - 8:30 PM

Fee:£81

Piloga is a fusion of gentle yoga stretches and Pilates postures that calms the mind while invigorating the body. Taking the best from both practices, it focuses on developing muscle strength, specifically to the core and back, deepens flexibility and improves balance and co-ordination. You will experience relief from stress, and body tension, including neck, shoulder or back pain, bringing you a more restful sleep and feeling of well-being. Piloga will leave you looking toned and feeling revitalised. Suitable for beginners. Limited class size. (Bring a thick mat, large towel and bottle of water).

#### PILOGA

Ш

Course No. 0409 Sessions: 8

9:30 AM - 10:30 PM

Fee:€80

Description as Evening Course No. 5049 above.

#### **PILOGA**

Course No. 5046

Sessions: 8 Thursday

8:30 PM - 9:30 PM

Fee:€80

Description as Evening Course No. 5049 Above.

#### **PILATES**

Course No. 5041

Sessions: 8 Monday

7:30 PM - 8:30 PM

Fee:£80

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

#### TAI CHI / OIGONG

Course No. 5008

Sessions: 8

Thursday

7:30 PM - 9:00 PM

Fee:€90

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

#### YOGA NIDRA

D

NEW

Course No. 0102

Sessions: 8

Monday

1:00 PM - 2:00 PM

E00:670

Yoga Nidra is a flexible form of meditation that anyone can do, as it is practiced by lying on your mat, getting comfortable and taking time just for you. There is a body scan at the beginning of each class to relax the mind and body and bring about a profound sense of deep relaxation. Over the weeks you will learn tools to do this and more. This course is for anyone who suffers from trouble sleeping, burnout, exhaustion and anxiety.

#### YOGA

Course No. 5039 Sessions: 8 Monday 7:30 PM - 9:00 PM Fee:€90

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

#### YOGA

D

Course No. OIII Sessions: 8 Monday 9:30 AM - II:00 AM Fee: £90

Description as Evening Course No. 5039 Above.

#### YOGA

Course No. 5040 Sessions: 8 Tuesday 7:30 PM - 9:00 PM Fee: £90

Description as Evening Course No. 5039 Above.

#### TRADITIONAL ASHTANGA YOGA

NEW

Course No. 5045 Sessions: 8 Monday 7:30 PM - 9:00 PM Fee:690

Ashtanga yoga is still taught in India today and is a dynamic, energic yoga class. This class is suitable for anyone who enjoys a physical class, while learning to connect with our breath. The many benefits include building strength and flexibility, posture alignment, reduce stress and anxiety in the body and mind. The class starts with an energic yoga sequence and finishes with a relaxing guided meditation. This course is for anyone who wants to reduce anxiety symptoms and regulate the nervous system, while building strength and flexibility in a relaxed environment.

#### SOMATIC MOVEMENT EDUCATION

Course No. 5033 Sessions: 8 Thursday 7:30 PM - 9:00 PM Fee:€90

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

No experience necessary. Please bring along a Yoga mat and thick blanket to support the body. Exercises are mostly carried out lying on the floor.

#### SOMATIC MOVEMENT EDUCATION



Course No. 0301 Sessions: 8 Wednesday 9:30 AM - II:00 AM Fee:E90

Description as Evening Course No. 5033 above.

#### THE LAW OF ATTRACTION

Course No. 5063 Sessions: 8 Thursday 7:30 PM - 9:30 PM Fee: £120

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

#### **FUNCTIONAL HUMAN ANATOMY**

NEW

Course No. 5048 Sessions: 8 Tuesday 7:30 PM - 9:30 PM Fee: £120

Learn the basics of human musculoskeletal anatomy, from the skeleton, to muscles, tendons, ligaments, nerves, arteries, veins and joint capsules. This course offers a broad base of knowledge of human anatomy and is very useful to those studying massage therapy, physical therapy, personal training or those with a keen interest in sports and exercise.

# CARING - HEALTH AND SAFETY

#### HEALTHCARE SUPPORT - MAJOR AWARD





Course No. 8081

\*\* Monday

7:00 PM - 9:30 PM

Fee: €290 for each module or €1000 for 4 modules
\*\*\* 8 Modules in total required for this Major Award \*\*\*

#### Level 5 Major Code 5M4339 - Certified by QQI

#### \*\* Modules will run Mondays and with some additional days to be agreed with class.

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

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

- 1. Care Support 5N0758 Refer to course description below.
- Care Skills 5N2770 Refer to course description below.
- Modules 3 and 4 will start February / March.

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

150 hours work experience must also be achieved and certified by a Supervisor within work placement.

#### CARE SUPPORT

Course No. 8105

Sessioner 3

\*\*Monday

7:00 PM - 9:30 PM

Fee:£290

Level 5 Component Code 5N0758 - Certified by OOI

(Payment Plan Option)

#### \*\* Module will run Mondays and with some additional days to be agreed with class.

The purpose of this award is to equip the learner with the knowledge, skill and competence to work effectively in a care setting.

- Discuss the roles, responsibilities and entitlements of a care worker.
- Examine the role of a care worker within the multidisciplinary healthcare team.
- Demonstrate the ability to plan and provide enhanced quality care.
- Apply knowledge gained to plan and meet the needs of the individual client.
- Explore the need for personal planning and growth.
- Plan strategies to improve own personal development.
- Reflect on personal effectiveness as a care worker to include own strengths and weaknesses.
- Reflect on relationships with clients, relatives and multidisciplinary team members and interpersonal issues that arise in care work

This is a component of the Major Award Healthcare Support Code 5M4339.

#### **CARE SKILLS**



Course No. 8104

Sessions: 8

\*\*Monday

7:00 PM - 9:30 PM

Fee:€290

#### Level 5 Component 5N2770 - Certified by QQI

(Payment Plan Option)

#### \*\* Module will run Mondays and with some additional days to be agreed with class.

- Recognise the personal care needs of clients.
- Respond effectively to clients' individual needs, with their involvement and use of choice.
- Acquire practical skills in the area of client personal care.
- Maintain a safe, healthy and hygenic environment for clients.
- Appreciate the models of care.
- Be aware of nursing ethics and etiquette in care situations.
- Communicate effectively in ways that are consistent with the carer's role.

This is a component of the Major Award Healthcare Support Code 5M4339. Starts mid November (date to be confirmed).

# CARING – HEALTH AND SAFETY

#### CARE OF THE OLDER PERSON



MO OCI MA OOII



Course No. 0837 Se

Sessions: 8 Wednesday

II:00 AM - I:30 PM

Fee:£290

#### Level 5 Component Code 5N2706 - Certified by QQI

(Payment Plan Option)

The module is designed to equip the learner with the skills and knowledge to care for older people in a variety of settings. Learners will demonstrate good work practice, understand the concept of the ageing process, be able to meet the full range of needs of older people in a variety of care settings and enhance the quality of life of the older person. This is a component of "Healthcare Support" 5M4339.

#### CHILD PSYCHOLOGY (4-18 YEARS)



BL

Course No. 8042 Sessions: 8

Tuesday

7:00 PM - 9:30 PM

Fee:€330

#### Level 6 Component Code 6N2O23 - Certified by QQI

(Payment Plan Option)

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

#### **Topics covered include:**

Development of personality, relationships, communication skills, the role of computer based activities, the importance of security and continuity and the impact of transition and change.

30 hours work experience in a childcare setting or school recommended. www.QQL.i

#### ANATOMY AND PHYSIOLOGY

Course No. 8054



BL

Sessions: 15 Thursday

7:30 PM - 9:30 PM

Fee:£290

#### Level 5 Component Code 5N0749 - Certified by QQI

(Payment Plan Option)

Complete course will be offered over two terms Autumn and Spring.

This course is designed to equip the learner with knowledge of the structure and function of the human body and an understanding of the interrelationships between the systems of the body. The module is mandatory for the level 5 certificate in Community and Health services – Nursing studies award. It may also be included as an elective vocational module on a range of awards.

**Preferred entry level**; Level 4 Certificate, Leaving Cert. or equivalent qualifications and or relevant life and work experiences.

This is a component of "Nursing Studies" 5M4349

#### INFECTION PREVENTION AND CONTROL





Course No. 8012

Sessions: 8

Wednesday

7:00 PM - 9:30 PM

Fee:£290

#### Level 5 Component Code 5N3734 - Certified by OOI

(Payment Plan Option)

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

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

Learners must be available some Saturdays to complete skills demonstration.

# CARING - HEALTH AND SAFE

Sessions: 16

#### SPECIAL NEEDS ASSISTING

Course No. 8018



7:00 PM - 9:30 PM Fee:£375

Level 5 Component Code 5NI786 - Certified by OOI

Tuesday

(Payment Plan Option)

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 (SNA).
- Promote understanding of role of SNA in the classroom.

Complete course will be offered over two terms Autumn and Spring.

Equip the SNA with the necessary skills and knowledge for a rewarding career.

#### **Work Experience:**

Candidates will have to complete at least 30 hours working with 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. Garda Vetting will be required.

#### **Entry Requirements:**

Candidates who do not currently work in this area must be prepared to undertake the work experience outlined above. All learners must be fluent English speakers.

This may lead to a major award in Early Childhood Care and Education Code 5M2009

#### SPECIAL NEEDS ASSISTING







Course No. 0201

Sessions: 16

Tuesday 10:30 AM - 1:00 PM Fee:€375

Level 5 Component Code 5NI786 - Certified by OOI

(Payment Plan Option)

Description as Course no. 8018 above.

#### SPECIAL NEEDS ASSISTING (LEVEL 6)





Course No. 8106 Sessions: 10 7:00 PM - 9:30 PM Fee:€350

#### Level 6 Component Code 6NI957 - Certified by OOI

(Payment Plan Option)

# **Entry Requirement**

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

#### This course will enable you to:

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

#### PRACTICAL FIRST AID

Course No. 5023

Sessions: 5

Thursday

7:00 PM - 9:30 PM

#### Certificate - Certified by Red Cross

(Workbook and Certificate £15 Included in Fee)

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.

# CARING - HEALTH AND SAF

#### UNDERSTANDING MENTAL HEALTH





Fee:£290

Course No. 0813

Sessions: 10

Monday

10:00 AM - 12:30 PM

(Payment Plan Option)

#### Level 5 Component Code 5N3772 - Certified by OOI

The purpose of this award is to equip the learner with the knowledge, skill and competence to work effectively in a mental healthcare setting promoting understanding and good practice in providing services to individuals with mental health difficulties.

- Look at the main voluntary and statutory mental health services providers in the Irish Mental Health System
- Explore the most common mental health problems, their symptoms and treatments
- Look at Mental Health Policy and its application in a range of contexts
- Explore the biopsychosocial factors that impact on positive mental health and their use in the care of people who experience mental health problems
- Analyse the roles of a range of health care professionals in the care and recovery of an individual with mental health issues
- Assess a range of approaches to treatment in a mental healthcare setting
- Examination Theory 60%; Skills Demonstration 20%; Assignment 20%

# <u>CRAFTS - FABRICS</u>

#### FI OWFR ARRANGING

Course No. 6014 Sessions: 8

Tuesdav

7:30 PM - 9:30 PM

Fee:£120

(Cost of materials extra)

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

#### FLOWER ARRANGING

Course No. 0508

Friday Sessions: 8

9:30 AM - II:30 AM

Fee: £120

Course description as course no. 6014 above.

(Cost of materials extra)

#### KNITTING

Course No. 6013

Sessions: 8

Tuesdav 7:30 PM - 9:30 PM

Fee: £120

Learn to knit in a relaxed and fun class suitable for beginners and those looking to improve their skills. You will master the basic stitches and begin to learn how to read a knitting pattern. You will be guided to complete 2 small projects while having fun along the way.

#### DRESSMAKING (BEGINNERS)

Course No. 6072

Sessions: 8

Wednesday 7:30 PM - 9:30 PM

Fee: £150

(Payment Plan Option)

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.

#### Sewing machine required.

Materials to bring with you to class:

Scissors, sewing machine and hand-sewing needles, measuring tape, seam ripper, water-soluble markers, thread, 30+ cm ruler, pencil and eraser.

# AFTS - FABRICS

#### CROCHET TO DESIGNER WEAR

Course No. 6019

Sessions: 8

Monday

7:30 PM - 9:30 PM

Fee:£I20

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

#### HAND BUILT POTTERY & MODELLING

Course No. 6057

Sessions: 8

Monday

7:00 PM - 9:30 PM

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

#### STAINED GLASS (COPPER FOIL TECHNIQUE)

NFW

Course No. 6031

Sessions 8

Monday

7:00 PM - 9:30 PM

Fee-£I40



Additional charge of £20 for project materials and equipment

Learn how to create beautiful stained-glass using the copper foil method.

Create and take home window light catchers, Christmas decorations, art panel pieces, terrariums, candle holders and simple lamp shades. Learn how to cut and shape glass, foil, assemble and solder before applying patina and polishing. Let your artistic side flow as you choose your own colours and projects from the projects and patterns provided.

No experience necessary as all levels catered for.

All equipment, tools are available and materials provided at additional charge as above.

Students may purchase additional glass if a particular colour is not available.

#### BAKING & DESSERTS

Course No. 6100

Sessions: 8

Monday

7:30 PM - 9:30 PM

Fee:£I20

(Cost of materials extra)

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

#### JOYS OF COOKING

Course No. 6052

Sessions: 8

Thursday

7:30 PM - 9:30 PM

Fee:£I20

(Cost of materials extra.)

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

#### PIPING SKILLS FOR CAKE DECORATING

Course No. 6048

Sessions: 5

Monday 7:30 PM - 9:30 PM

Fee:€70

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

#### FEEL GOOD COOKING

Course No. 6051

Sessions: 8

Tuesday 7:30 PM - 9:30 PM

Fee-£120

Come join us in learning how to make delicious, easy, affordable, and satisfying Whole Food, Plant-Based dishes for Breakfast, Lunch, Dinner, Snacking, and Entertaining.

The instructor who is Plant-Based certified from Cornell University will guide you in following varied, simple recipes using natural foods that are healthy for you and the environment that you can quickly whip up at home.

This course is suitable for anyone who is interested in including more plant-based meals into their diet, no matter what their food preferences. All appetites are welcome.

#### CAKE DECORATING

Course No. 6049 Sessions: 8 Tuesday 7:30 PM - 9:30 PM

(Cost of materials extra)

Learn how to get the professional finish in Cake Decorating. Using Sugar Paste many different techniques taught e.g. frills, ribbon insertion and flower craft etc. Also piping work in royal icing. All levels catered for. The aim of the course is to finish with new skills and confidence in Cake Decorating.

#### CAKE DECORATING IMPROVERS

Course No. 6055

Sessions 8

Wednesday

7:30 PM - 9:30 PM

Fee-£120

(Cost of materials extra)

Suitable for those who have completed the basic cake decorating course, this course will build on techniques learnt in more depth. Projects may run over 2 weeks and will include modelling figures and animals, runout icing, flowers and other decorating techniques.

Students will be required to provide their own materials, tools and equipment and will be given list before each class. Material list for week one will be available from the office.

# GARDENING - NATURE - ANIMALS

#### BEE KEEPING

Course No. 6081

Sessions: 8

Thursday 7:30 PM - 9:30 PM

Fee: £100

Backyard Bee Keeping is a wonderful hobby, but to many it seems surrounded by mystery. This course opens the lid of the honey bee's hive, enabling the novice beekeeper to understand this complex and fascinating world. We will explore the life cycle of the hive, what happens when the bees swarm and so much more. Join us in this course to explore just what it is that bees buzz about!

#### **Course content:**

Recognising bees (worker, drone, queen)

The hive, Equipment,

Seasons (Summer, Autumn, Winter and Spring and activities in each),

Stings, Swarms, Feeding, Harvesting honey,

Pests and Diseases.

#### GARDENING

NEW

Course No. 6087 Sessions: 8

Wednesday

7:30 PM - 9:30 PM

Fee: £120

Work in harmony with nature in your room outside. Think green, Go organic, Harvest and Forage throughout the year. Composting and Soil Amendment. Biodiversity and more.

Thank you for taking time to view our brochure! Lifelong learning can help us to achieve personal fulfillment and satisfaction.

We take pride in our role in that learning and social experience!

PROGRAMMING, JUNIOR CERT ORAL IRISH, PRACTICAL FIRST AID, DRAWING TECHNIQUES, ECDL - IMAGE EDITING ADVANCED MODULE. COMPUTERS FOR EVER 55S COMPUTERS BEGINNERS. COMPUTERS IMPROVERS. AUTOCAD AUTODESK REVIT. WEB DESIGN. USING WORDPRESS, START AND GROW YOUR OWN BUSINESS. OIL PAINTING INTERNET + SOCIAL MEDIA. EVERYDAY PRACTICAL COMPUTER SKILLS, COMPTIA SECURITY + JUNIOR CERT IRISH SOLID EDGE 3D DESIGN. ONLINE + DIGITAL MARKETING DIGITAL MARKETING, INTRODUCTION TO COMPUTER PROGRAMMING, PAYROLL: MANUAL & COMPUTERISED. MEDICAL TERMINOLOGY, LEAVING CERT ORAL IRISH LEGAL PRACTICE AND PROCEDURES. LEAVING CERT IRISH (HONOURS). LEAVING CERT IRISH FOR TRANSITION YEAR STUDENTS. LEAVING CERT MATHS (HONOURS) FOR 5TH YEARS. LEAVING CERT IRISH FOR TRANSITION YEAR STUDENTS. LEAVING CERT MATHS (HONOURS) FOR 5TH YEARS. LEAVING CERT CHEMISTRY (HONS) BALLROOM AND LAVIN AMERICAN DANCING. WEB DESIGN. KICKBOXING, BOOTCAMP AND NUTRITION. PYTHON PROGRAMMING FINTRODUCTION. PRACTICAL FIRST AID. ONLINE AND DIGITAL MARKETING. SKIN CARE, MAKEUP AND NUTRITION. PRACTICAL FIRST AID. ONLINE AND DIGITAL MARKETING. SKIN CARE, MAKEUP AND NUTRITION. PRACTICAL FIRST AID. ONLINE AND DIGITAL MARKETING. SKIN CARE, MAKEUP AND NUTRITION. PRACTICAL FIRST AID. ONLINE AND DIGITAL MARKETING. SKIN CARE, MAKEUP AND NUTRITION. PRACTICAL FIRST FOR PHOTOGRAPHERS. DRAWING FOR THE GAMES INDUSTRY. DIGITAL PHOTOGRAPHY. CREATIVE PHOTOGRAPHY & TECHNIQUES. CREATIVE WRITING WRITING SHORT FICTION. YOUNG NAILS BEGINNER GEL COURSE. INTRODUCTION TO BEAUTY. MAKE-UP ARTIST INTRODUCTION. BEAUTY THERAPY. MAKE-UP (ITEC CERTIFIED). HAIRSTYLING. FASHION AND MEDIA MAKE-UP PERIOD AND THEATRICAL MAKE-UP. SPECIAL EFFECTS MAKE-UP. DESTRESS FULL BODY MASSAGE. COGNITIVE

# Facebook Page www.facebook.com/clanesm

