

PLEASE TAKE YOUR FREE COPY

SCOIL
MHUIRE
COMMUNITY SCHOOL
CLANE

ADULT EDUCATION
EVENING & DAYTIME COURSES
AUTUMN TERM 2021

Classes Start Monday 4th October

EMAIL : INFO@CLANESM.COM

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Department Staff

Principal:

Padraig Nolan

QQI Verifier, Deputy Principal:

Padraig Brennan

Deputy Principal:

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JP Cahillane

Director of Adult Education:

Seamus Scully

Assistant Directors of Adult Education:

Edmond Behan

Cormac O'Donovan

Padraig Carbury

Adult Education Co-Ordinators:

Orla Mc Ardle

Louise Black

Information Technology:

Andrew Herring

Gerry McGowan

School Office Administration Team:

Breda Dowling,

Bernadette Grogan,

Ann O Gorman.

Administration and Support Team:

Jacqueline Slattery,

Colette Breslin,

Bernie Holligan.

Night Staff:

Pat Fanning

ENROLMENT

All Courses will run for EIGHT WEEKS unless otherwise noted.

Mid Term Break: Monday 26th October to Friday 29th October

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 brochure.

COURSES BEGIN:

Monday 4th October

Tuesday 5th October

Wednesday 6th October

Thursday 7th March

Friday 8th October

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

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

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

All cheques should be crossed and made payable to:

Scoil Mhuire Adult Education Account.

Fee reductions may apply.

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

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

TERMS & CONDITIONS

QQI Courses:

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

QQI Requirement:

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

Car Park:

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

Car Park closes at 10.15pm.

No Smoking:

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

Health & Safety:

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

Courses:

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

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

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

Age Requirement:

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

New Courses:

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

Light refreshments available

No.	Course	Time	Page
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MONDAY

0105	Drawing - Introduction	9:15 a.m. 11:15 a.m.	16
0114	Creative Writing	9:30 a.m. 11:30 a.m.	17
0107	Computer Science - Introduction Using Python	11:30 a.m. 1:30 p.m.	10
0104	MICROSOFT® Excel - Office Specialist	11:30 a.m. 1:30 p.m.	8

TUESDAY

0201	Special Needs Assisting	10:30 a.m. 1:00 p.m.	28
0211	Yoga	9:30 a.m. 11:00 a.m.	26
0223	Mindfulness	11:30 a.m. 1:30 p.m.	25

WEDNESDAY

0301	Somatic Movement Education	9:30 a.m. 11:00 a.m.	27
0305	Spanish - Beginners	9:30 a.m. 11:30 a.m.	14
0837	Care of the Older Person	10:30 a.m. 1:00 p.m.	29
0306	Spanish - Improvers	11:30 a.m. 1:30 p.m.	15
0323	Watercolour Painting	11:15 a.m. 1:15 p.m.	16

THURSDAY

0401	New ECDL : Base Modules	9:30 a.m. 11:30 p.m.	8
0402	Creative Photography & Techniques	11:30 a.m. 1:30 p.m.	17
0404	Oil Painting	11:30 a.m. 1:30 p.m.	16
0409	Piloga	9:30 a.m. 10:30 a.m.	26
0418	Cognitive Behavioural Therapy	10:00 a.m. 12:00 p.m.	19

FRIDAY

0508	Flower Arranging	9:30 a.m. 11:30 a.m.	33
0550	Getting Started Computer Training	9:30 a.m. 11:30 a.m.	9

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Welcome to our New Autumn 2021 Brochure!

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

We offer over 170 classes including many Certified - See pages 6 and 7.

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

Scoil Mhuire is a Community School - Your Community School!

CERTIFIED COURSES

No.	Course	Award	Page
7006	Allergen Awareness & Communication - Online	Certificate	27
7007	Certified Accounting Technician (C A T) ACCA Year I	Certificate	10
7016	Make-Up (ITEC Certified)	Level 2 Certificate	18
1013	MICROSOFT® Excel - Office Specialist	Certificate	8
0104	MICROSOFT® Excel - Office Specialist	Certificate	8
1031	New ECDL : Base Modules	Essentials Certificate	8
0401	New ECDL : Base Modules	Essentials Certificate	8
7003	Maynooth University Certificate in Psychology	Certificate	19
5023	Practical First Aid	Certificate	27
7011	Primary Food Hygiene (Food Safety) - Online	Certificate	27

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

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

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

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

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

Develop Your ECDL Profile At Scoil Mhuire Glane

ECDL Base Modules

Computer Essentials

Online Essentials

Word Processing

Spreadsheets

ECDL INTERMEDIATE MODULES

Presentation

Using Databases

IT Security

SEE PAGE 8



No.	Course	Code	Page
8073	Accounting Manual And Computerised	5N1348	10
8054	Anatomy and Physiology	5N0749	29
8010	Bookkeeping: Manual and Computerised	5N1354	10
8074	Business Administration Skills	5N1610	12
8095	Care of the Older Person	5N2706	29
0837	Care of the Older Person	5N2706	29
8104	Care Skills	5N2770	30
8105	Care Support	5N0758	30
8098	Child Development (Level 6)	6N1942	32
8042	Child Psychology (4- 18 Years)	6N2023	28
8001	Digital Marketing	5N1364	11
8017	Digital Photography	5N1270	17
8097	Early Childhood Care and Education (Level 6)	6M2007	32
8032	Early Childhood Care And Education - Major Award	5M2009	31
8099	Early Childhood Curriculum (Level 6)	6N1944	32
8082	Early Childhood Education and Play	5N1773	31
8081	Healthcare Support - Major Award	5M4339	30
8012	Infection Prevention and Control	5N3734	29
8076	Information and Administration	5N1389	12
8088	Legal Practice And Procedures	5N1394	13
8075	Medical Terminology	5N2428	12
8011	Payroll: Manual & Computerised	5N1546	12
8083	Social Studies	5N1370	31
8018	Special Needs Assisting	5N1786	28
0201	Special Needs Assisting	5N1786	28
8106	Special Needs Assisting (Level 6)	6N1957	28
8038	Training Delivery And Evaluation (Train the Trainer)	6N3326	24

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

INFORMATION TECHNOLOGY

NEW ECDL : BASE MODULES



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

Essentials Certificate - Certified by ECDL

(Payment Plan Option)

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

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

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

Important: Learners should allow for time between classes to access available online elearning resources. ECDL Tests may be completed during our Spring Term if additional time is required.

NEW ECDL : BASE MODULES



D

Course No. 0401 Sessions: 8 Thursday 9:30 AM - 11:30 PM Fee: €325

Essentials Certificate - Certified by ECDL

(Payment Plan Option)

Description as Evening Course No. 1031 Above.

MICROSOFT® EXCEL - OFFICE SPECIALIST



BL

Course No. 1013 Sessions: 8 Monday 7:30 PM - 9:30 PM Fee: €120

Certificate - Certified by Microsoft*

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

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

***Optional:** Undertake Microsoft Office Specialist Excel 2013 Exam and become a Microsoft IT Academy Office Specialist. Immediate results using the most modern testing methods. Test yourself in advance using automated practice exams - Excel 2016 used. Put Microsoft on your CV! Optional eLearning pack and testing cost extra as above.

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

MICROSOFT® EXCEL - OFFICE SPECIALIST



BL

D

Course No. 0104 Sessions: 8 Monday 11:30 AM - 1:30 PM Fee: €120

Certificate - Certified by Microsoft*

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

Course Description as Evening Course No. 1013 Above.

COMPUTERS BEGINNERS

Course No. 1005 Sessions: 8 Tuesday 7:30 PM - 9:30 PM Fee: €110

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.

NEW ECDL

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

COMPUTERS IMPROVERS

Course No. 1008 Sessions: 8 Wednesday 7:30 PM - 9:30 PM Fee:€110

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

COMPUTERS FOR IMPROVERS: PRE - ECDL

Course No. 1009 Sessions: 8 Wednesday 7:30 PM - 9:30 PM Fee:€110

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

GETTING STARTED COMPUTER TRAINING

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

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

WEB DESIGN THROUGH WORDPRESS

Course No. 1029 Sessions: 8 Thursday 7:30 PM - 9:30 PM Fee:€140

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

AUTOCAD

Course No. 1010 Sessions: 8 Wednesday 7:30 PM - 9:30 PM Fee:€190

(Payment Plan Option)

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

AUTODESK REVIT

Course No. 1028 Sessions: 8 Monday 7:30 PM - 9:30 PM Fee:€190

(Payment Plan Option)

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

INFORMATION TECHNOLOGY

COMPUTER PROGRAMMING – INTRODUCTION

Course No. 1026 Sessions: 8 Thursday 7:30 PM - 9:30 PM Fee: €110

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

COMPUTER SCIENCE - INTRODUCTION USING PYTHON

D

Course No. 0107 Sessions: 8 Monday 11:30 AM - 1:30 PM Fee: €110

A gentle introduction to computer science and computer programming. Begin to understand the basic concepts of how computer software works using an easy to learn programming language in Python. Learn the fundamental building blocks that all software is built on in an accessible manner. Suitable for absolute beginners and those with some experience.

BUSINESS - LEGAL - ACCOUNTING

ACCOUNTING MANUAL AND COMPUTERISED



BL

Course No. 8073 Sessions: 15 Tuesday 7:30 PM - 9:30 PM Fee: €390

Level 5 Component Code 5NI348 - Certified by QQI

(Payment Plan Option)

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

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 QQI Level 5 award.

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

CERTIFIED ACCOUNTING TECHNICIAN (C A T) ACCA YEAR I

ACCA

BL

Course No. 7007 Sessions: 25 Tuesday & Thursday 7:30 PM - 9:30 PM Fee: €990

Certificate - Certified by ACCA (Registration & Exam - Fee extra. Text books provided) (Payment Plan Option)

TERM 1

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

TERM 2 & TERM 3

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

BOOKKEEPING: MANUAL AND COMPUTERISED



Course No. 8010 Sessions: 16 Wednesday 7:30 PM - 9:30 PM Fee: €390

Level 5 Component Code 5NI354 - Certified by QQI

(Payment Plan Option)

Complete course will be offered over two terms Autumn and Spring. 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](#)

START AND GROW YOUR OWN BUSINESS

Course No. 3031 Sessions: 7 Tuesday 7:30 PM - 9:30 PM Fee:€90

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.

DIGITAL MARKETING



BL

Course No. 8001 Sessions: 8 Monday 7:00 PM - 9:30 PM Fee:€290

Level 5 Code NI364 - Certified by QQI

(Payment Plan Option)

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

The course covers the following topics -

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

This is a valuable opportunity to see how industry leaders plan and implement digital strategy. Upon completion you will have a clear understanding of the various channels and activities required to plan, implement and manage a comprehensive digital marketing campaign. This module is a component of "eBusiness" 5M0828 and "Marketing" 5M2069

ONLINE & DIGITAL MARKETING

Course No. 3036 Sessions: 8 Monday 7:00 PM - 9:30 PM Fee:€140

This course is ideal for people looking 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.

ONLINE BUSINESS DEVELOPMENT & MARKETING

Course No. 3035 Sessions: 8 Wednesday 7:30 PM - 9:30 PM Fee:€140

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

The course will cover topics such as :

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

BUSINESS - LEGAL - ACCOUNTING

PAYROLL: MANUAL & COMPUTERISED

**BL**

Course No. 8011 Sessions: 16 Thursday 7:30 PM - 9:30 PM

Fee: €390

Level 5 Component Code 5NI546 - Certified by QQI

(Payment Plan Option)

Certificate will be available upon completion of both Term 1 Autumn and Term 2 Spring.

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).

This may lead to a major award in [Business Administration Code 5M2468](#)

MEDICAL TERMINOLOGY

**BL**

Course No. 8075 Sessions: 8 Thursday 7:30 PM - 9:30 PM

Fee: €290

Level 5 Component Code 5N2428 - Certified by QQI

(Payment Plan Option)

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

5N2428 is a component of the [Major award 5M1997 Office Administration](#).

BUSINESS ADMINISTRATION SKILLS

**BL**

Course No. 8074 Sessions: 8 Tuesday 7:30 PM - 9:30 PM

Fee: €290

Level 5 Component Code 5NI610 - Certified by QQI

(Payment Plan Option)

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

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

Progression route:

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

Progression to 3rd level courses through the Higher Education Links Scheme (HELs)

INFORMATION AND ADMINISTRATION

**BL**

Course No. 8076 Sessions: 8 Thursday 7:30 PM - 9:30 PM

Fee: €290

Level 5 Component Code 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



BL

Course No. 8088 Sessions: 8 Monday 7:30 PM - 9:30 PM Fee: €290

Level 5 Component Code 5N1394 - 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 context 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.

INTRODUCTION TO TEXT PRODUCTION AND WORD PROCESSING

Course No. 3038 Sessions: 8 Monday 7:30 PM - 9:30 PM Fee: €110

A. Learning how to type B. Introduction to Word Processing

- Using common features of word Processing including toolbar icons, margins, line spacing, borders, copy & paste, bullet points, enhancing text, fonts etc.
- Using proofreading e.g. spell check
- File management creating files and folders
- Creating and using tables
- Producing documents such as business letters.

LEAVING CERTIFICATE SUBJECTS

LEAVING CERT IRISH (HONOURS)

BL

Course No. 2004 Sessions: 20 Tuesday 7:30 PM - 9:30 PM Fee: €270

(Payment Plan Option)

Complete course will be offered over two terms Autumn and Spring.
Course taught by experienced examiner. All aspects of the written paper covered.

LEAVING CERT ORAL IRISH

BL

Course No. 2010 Sessions: 15 Monday 7:30 PM - 9:30 PM Fee: €200

(Payment Plan Option)

Course will be offered over two terms Autumn and Spring. Gaeilge don Scrúdú Béil: for the oral Irish exam - at Leaving Cert. suitable for both Pass and Honours students. Now worth 40% of the Leaving Cert. Exam. Conversation, exam - preparation and some aspects of grammar.
Taught by experienced examiner.

LEAVING CERT MATHS (HONOURS)

BL

Course No. 2001 Sessions: 20 Monday 6:00 PM - 8:00 PM Fee: €270

(Payment Plan Option)

Complete course will be offered over two terms Autumn and Spring.
For 6th year students.

LEAVING CERT MATHS (HONOURS) FOR 5TH YEARS

BL

Course No. 2032 Sessions: 20 Monday 8:00 PM - 9:30 PM Fee: €240

(Payment Plan Option)

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

LEAVING CERTIFICATE SUBJECTS

LEAVING CERT MATHS (HONS) FOR TRANSITION YEAR STUDENTS

Course No. 2026 Sessions: 10 Monday 8:00 PM - 9:30 PM Fee:€120

For students currently in Transition Year. Great foundation for Leaving Cert honours maths.

LEAVING CERT MATHS (ORDINARY LEVEL)

Course No. 2002 Sessions: 20 Monday 6:30 PM - 8:00 PM Fee:€200

(Payment Plan Option)

(Course will be offered over two terms Autumn and Spring.)

LEAVING CERT BIOLOGY (HONS)

BL

Course No. 2003 Sessions: 20 Wednesday 7:00 PM - 9:00 PM Fee:€270

(Payment Plan Option)

Course will be offered over two terms Autumn and Spring.

JUNIOR CERT MATHS (HONS)

Course No. 2028 Sessions: 8 Tuesday 7:00 p.m. - 8:30 p.m. Fee:€90

For third year students.

JUNIOR CERT IRISH

Course No. 2012 Sessions: 8 Wednesday 7:00 p.m. - 8:30 p.m. Fee:€90

For third year students. Taught by an experienced examiner.

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:€80

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

By the end of the course learners will be able to communicate with deaf people using sign language, understand basic questions/answers using ISL conversation, and sign a short story.

SPANISH - BEGINNERS

Course No. 4001 Sessions: 8 Monday 7:30 PM - 9:30 PM Fee:€110

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

SPANISH - BEGINNERS

D

Course No. 0305 Sessions: 8 Wednesday 9:30 AM - 11:30 AM Fee:€110

Course description as evening course no. 4001 above.

SPANISH - IMPROVERS

Course No. 4002 Sessions: 8 Tuesday 7:30 PM - 9:30 PM Fee:€110

For those who have taken a Basic Course in Spanish.

SPANISH - IMPROVERS



Course No. 0306 Sessions: 8 Wednesday 11:30 AM - 1:30 PM Fee:€110

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:€110

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:€110

This course is suitable for beginners. Prepare for your holiday in France, move on to Conversational French next term.

CONVERSATIONAL IRISH

Course No. 4003 Sessions: 8 Tuesday 7:30 PM - 9:30 PM Fee:€100

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:€110

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

ITALIAN IMPROVERS

Course No. 4011 Sessions: 8 Thursday 7:30 PM - 9:30 PM Fee:€110

GERMAN BEGINNERS

Course No. 4012 Sessions: 8 Wednesday 7:30 PM - 9:30 PM Fee:€110

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

GERMAN IMPROVERS

Course No. 4017 Sessions: 8 Wednesday 7:30 PM - 9:30 PM Fee:€110

For those who may have taken the German Beginners class or those who already have a basic knowledge of the language.

ARTS - PHOTOGRAPHY

INTRODUCTION TO FASHION DESIGN

Course No. 6053 Sessions: 8 Thursday 7:30 PM - 9:30 PM Fee:€120

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

Complete weekly tasks: from early design stage, the sketch; Then learn how to transform the finalised sketch into a technical flat; Finally learn how to transform these flats into a final drafted pattern.

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

OIL PAINTING

Course No. 6058 Sessions: 8 Tuesday 7:30 PM - 9:30 PM Fee:€110

(Cost of materials extra)

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

OIL PAINTING

D

Course No. 0404 Sessions: 8 Thursday 11:30 AM - 1:30 PM Fee:€110

Description as Evening Course No. 6058 Above.

DRAWING THE PORTRAIT

Course No. 6076 Sessions: 8 Monday 7:30 PM - 9:30 PM Fee:€110

Cost Materials €20 approx.

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

DRAWING - INTRODUCTION

D

Course No. 0105 Sessions: 8 Monday 9:15 AM - 11:15 AM Fee:€110

PAINTING WITH ACRYLICS

Course No. 6059 Sessions: 8 Thursday 7:30 PM - 9:30 PM Fee:€110

(Cost of materials extra)

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

WATERCOLOUR PAINTING

Course No. 6060 Sessions: 8 Wednesday 7:30 PM - 9:30 PM Fee:€110

(Cost of materials extra.)

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

WATERCOLOUR PAINTING

D

Course No. 0323 Sessions: 8 Wednesday 11:15 AM - 1:15 PM Fee:€110

Description as Evening Course No. 6060 Above.

DRAWING TECHNIQUES

Course No. 6061 Sessions: 8 Thursday 7:30 PM - 9:30 PM Fee:€110
 (Cost of materials extra.)

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

PHOTOSHOP & LIGHTROOM FOR PHOTOGRAPHERS

Course No. 6174 Sessions: 8 Monday 7:30 PM - 9:30 PM Fee:€150
 (Payment Plan Option)

Learn 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 7:30 PM - 9:30 PM Fee:€110

In this practical, hands-on course you will be introduced to your camera's manual controls and the basic camera functions. Get to grips with exposure using aperture & shutter speed to get perfect photos every time. 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 11:30 AM - 1:30 PM Fee:€110

Description as Evening Course No. 6030 Above.

DIGITAL PHOTOGRAPHY



BL

Course No. 8017 Sessions: 8 Wednesday 7:30 PM - 9:30 PM Fee:€290

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:€110

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

CREATIVE WRITING

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

Description as Evening Course No. 6063 Above.

MAKE-UP (ITEC CERTIFIED)

Course No. 7016

Sessions: 20



Tuesday

7:30 PM - 9:30 PM

Fee: £500

Level 2 Certificate - Certified by ITEC

(Payment Plan Option)

Examinations: www.itecworld.co.uk.

Exam Fee, Kit and Materials extra.

Cost of Kit approx. £100

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

This course is suitable for beginners covering all the basics, day, evening, special occasion, face shapes, skin tones, corrective make-up, camouflage through to bridal make-up.

- Basics – Getting comfortable with skin
- Cleansing
- Skin types/ tones
- Cosmetology
- Face shapes, Eye shapes
- Contouring,
- Correcting, Camouflaging, Perfecting your base,
- Skin disorders, Contraindications,
- Day make-up, Evening make-up, Bridal make-up
- Using different textures/ mediums
- Application of false lashes
- The use of photography, Making changes for colour or black & white, Effects of lighting
- Sterilisation/ sanitisation of tools plus many more.

BARBERING

Course No. 6108

Sessions: 8

Thursday

7:30 PM - 9:30 PM

Fee: £120

Additional cost for materials £15

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

MAKE-UP ARTIST - INTRODUCTION

Course No. 5027

Sessions: 8

Monday

7:30 PM - 9:30 PM

Fee: £110

Cost of Kit extra.

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

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

NAILS - INTRODUCTION

Course No. 5020

Sessions: 8

Monday

7:30 PM - 9:30 PM

Fee: £110

Enjoy the art of nail technology. This course will cover basic manicures, toe nail care, file and paint, French polish, basic nail art using diamonds, glitters, colours. Demonstration of gel and acrylic nails.

Optional add-on: Mani-Q Gel polish, learn to use 3 week gel polishes. Kit required. Young Nails Mani-Q Certificate awarded if completed.

MAYNOOTH UNIVERSITY CERTIFICATE IN PSYCHOLOGY



Course No. 7003 Sessions: 100 Hours run over 1 Year Tuesday 7:30 p.m. - 9:30 p.m. Fee: €1,250

Certificate - Certified by Maynooth University

(Payment Plan Option)

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

Course Content:

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

Admission Requirements:

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

Further Information:

From the School 045 868255 or NUI Maynooth 01 7084500

Library in Maynooth University is available to students on Saturdays.

COUNSELLING - AN INTRODUCTION

BL

Course No. 6028 Sessions: 8 Wednesday 7:30 PM - 9:30 PM Fee: €110

Introduction to basic counselling skills & practice. The focus will be on experiential learning through group interaction and participation. It aims to provide a foundation for those interested in pursuing further studies in the field and is also suitable for Parents, Teachers and Care Workers .

COGNITIVE BEHAVIOURAL THERAPY

Live Online

Course No. 6155 Sessions: 8 Tuesday 7:00 PM - 9:00 PM Fee: €110

This course will be delivered Live Online by our Tutor.

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: €110

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

PSYCHOLOGY - AN INTRODUCTION

Course No. 6027 Sessions: 8 Tuesday 7:30 p.m. - 9:30 p.m. Fee: €110

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

SPORT PSYCHOLOGY - AN INTRODUCTION

Course No. 6020 Sessions: 8 Wednesday 7:30 p.m. - 9:30 p.m. Fee: €110

This course is a basic introduction to improve the understanding of the basic principles and theories of sport psychology. The following areas will be covered: goal setting, imagery, self-talk, motivation, communication, team cohesion, leadership and injury. It will also address how to apply some of these principles to a real sport environment. This course is aimed at coaches, athletes and anyone with an interest in the area of sport psychology.

DANCE - SPORTS - FITNESS

SUSTAINABLE WEIGHT LOSS TRAINING CLASS - (ALL FITNESS LEVELS)

D

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

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

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

Timetable: Monday Tuesday, Wednesday, Friday 9.15am, 6.00pm, 7.00pm,
Thursday 9.15am, 6.00pm,
Saturday 10.00am

BEGINNER STRENGTH & CONDITIONING CLASS - (ALL FITNESS LEVELS)

D

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

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

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

Timetable: Monday Tuesday, Wednesday, Friday 9.15am, 6.00pm, 7.00pm,
Thursday 9.15am, 6.00pm,
Saturday 10.00am

COUCH TO 5KM CLASS - (ALL FITNESS LEVELS)

D

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

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

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

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

Time to make that resolution and jump on board.

*Saturday 10.45am & a time of your choosing during the week to undergo our specialised training.

BEGINNER ALL OVER FITNESS CLASS - (ALL FITNESS LEVELS)

D

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

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

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

Timetable: Monday Tuesday, Wednesday, Friday 9.15am, 6.00pm, 7.00pm,
Thursday 9.15am, 6.00pm,
Saturday 10.00am

18 PERSONAL TRAINING SESSIONS - SPECIAL OFFER

D

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

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

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

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

TOTAL BODY TONE (T.B.T)

Course No. 5007 Sessions: 8 Tuesday 7:00 PM - 8:00 PM Fee:€70

Delivered by a fully qualified PT and Group Fitness Instructor, T.B.T. uses a combination of cardio, body weight and free weight exercises to give you an effective total body workout. Prepare to tone and condition the entire body in a fun and supportive atmosphere. More than your average fitness class, incorporating mobility work, home exercise ideas and weekly nutrition tips. Knowing the 'why' of fitness is just as important as the 'how' and this class aims to educate you and help you create healthy habits.

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

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

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

10 WEEK CHANGE YOUR BODY CHALLENGE

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

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

CALLANETICS

Course No. 5043 Sessions: 8 Tuesday 7:30 p.m. - 8:30 p.m. Fee:€50

Conditioning classes that improve flexibility and help with toning and inch loss. Excellent for conditioning the lower body i.e. stomach, bottom, hips and thighs. There is a warm up and cool down session allowing muscles to warm properly and stretch better. Suitable for people with basic fitness level as the exercises are slow controlled and involve no jumping or running. Mats supplied.

LINE DANCING

Course No. 5014 Sessions: 8 Wednesday 7:30 PM - 8:30 PM Fee:€60

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

BELLY DANCING (FOR LADIES)

Course No. 5003 Sessions: 8 Thursday 7:30 PM - 8:30 PM Fee:€60

How to move in mysterious ways. The Art of authentic Eastern Dance. A fun way to lose weight and stay in good shape.

BALLROOM AND JIVE

Course No. 5059 Sessions: 8 Monday 7:30 PM - 8:30 PM Fee:€60

* Please note that due to Covid-19 it is required that you attend with a dance partner.

(Only people who take the course from the same household or social circle may dance together - all others will have to take the course solo.)

This course will include Waltz, Tango, Foxtrot, Quickstep, Jive and more). Tutor: Internationally qualified instructor who has also represented Ireland in international competition abroad.

LATIN AND SALSA

Course No. 5057 Sessions: 8 Monday 8:30 PM - 9:30 PM Fee:€60

This is a very social dance class that can help you get out and meet new people. It's also a great way to boost your self confidence. You don't need partner, You don't need special outfit, just bring comfortable shoes and your best smile! The course will include Samba, Cha Cha, Rumba, Salsa, Bachata and more.

DANCE - SPORTS - FITNESS

AEROBICS N' TONE

Course No. 5035 Sessions: 8 Monday 7:00 PM - 8:00 PM Fee:€60

Raise the heart rate, enjoy an aerobic work out which burn those troublesome calories and helps tone from head to toe. Followed by a variety of body resistance exercises to give the body definition. Incorporates various fitness levels. Cool down as your body's heart rate returns to normal. (Qualified Instructor), (Bring mat & bottle of water).

BOOTCAMP

Course No. 5053 Sessions: 8 Wednesday 8:00 PM - 9:00 PM Fee:€60

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

KETTLEBELLS

Course No. 5051 Sessions: 8 Monday 8:00 p.m. - 9:00 p.m. Fee:€60

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:€60

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

MUSIC - SOUND - DRAMA

LEARNING THE GUITAR

Course No. 6041 Sessions: 8 Wednesday 7:30 PM - 9:30 PM Fee:€110

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

KEYBOARD PIANO FOR COMPLETE BEGINNERS

Course No. 6043 Sessions: 8 Tuesday 7:30 PM - 8:30 PM Fee:€80

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.

LEARNING THE BODHRAN

Course No. 6038 Sessions: 8 Monday 7:30 PM - 9:00 PM Fee:€85

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

TENOR BANJO / MANDOLIN

Course No. 6045 Sessions: 8 Thursday 7:30 PM - 9:30 PM Fee:€110

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

UKULELE

Course No. 5058 Sessions: 8 Thursday 7:30 PM - 9:30 PM Fee:€110

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

UKULELE IMPROVERS

Course No. 5056 Sessions: 8 Wednesday 7:30 PM - 9:30 PM Fee:€110

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

SKILLS - SELF DEVELOPMENT**WOODWORKING FOR BEGINNERS**

Course No. 6032 Sessions: 8 Thursday 7:30 PM - 9:30 PM Fee:€110

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:€110

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

DIY

Course No. 6010 Sessions: 8 Tuesday 7:30 PM - 9:30 PM Fee:€110

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

PRACTICAL INTERIOR DESIGN

Course No. 6021 Sessions: 8 Wednesday 7:30 PM - 9:30 PM Fee:€110

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.

TRADITIONAL UPHOLSTERY

Course No. 6037 Sessions: 8 Thursday 7:30 PM - 9:30 PM Fee:€110

Deep buttoning, hand stitching. Restore that old moth eaten, dirty eyesore. Learn from basics to professional standards.

TRACE YOUR FAMILY

Course No. 6144 Sessions: 8 Monday 7:30 PM - 9:30 PM Fee:€110

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

SKILLS - SELF DEVELOPMENT

TRAINING DELIVERY AND EVALUATION (TRAIN THE TRAINER)



BL

Course No. 8038 Sessions: 8 Thursday 7:00 PM - 9:30 PM

Fee:€330

Level 6 Component Code 6N3326 - Certified by QQI

(Payment Plan Option)

www.QQI.ie

Extra cost for folder and text book €35

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

Content of Programme includes:

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

PRESENT WITH CONFIDENCE: FACE TO FACE AND ONLINE

Course No. 6132 Sessions: 5 Monday 7:30 PM - 9:30 PM

Fee:€195

Deliver effective and engaging presentations to your desired audience by taking control. Build knowledge and confidence when presenting to varied audiences (peers, colleagues, bosses, communities). Practice and apply learnings in an encouraging and constructive environment. Course includes: An overview of Learning Styles, Structuring Content, Confidence Building Techniques & Practical 'Live -Try and Feedback' Sessions

SPEAKING WITH CONFIDENCE

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

Fee:€110

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

PUBLIC SPEAKING

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

Fee:€110

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

BRIDGE - BEGINNERS

Course No. 6091 Sessions: 8 Wednesday 7:30 PM - 9:30 PM

Fee:€110

Suitable for beginners. Enjoy a great night out!

BRIDGE - IMPROVERS

Course No. 6092 Sessions: 8 Thursday 7:30 PM - 9:30 PM

Fee:€110

Improve your bridge skills and enjoy a great night out!

MIND AND BODY

THE LAW OF ATTRACTION

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

Fee:€110

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

MOTIVATION CHANGE YOUR LIFE

Course No. 5030 Sessions: 8 Tuesday 7:30 PM - 8:30 PM Fee:€60

Learn to empower yourself for change and discover who you really are. How to use your time and make the right choices without fear and believing in yourself. Life, love, belief, courage, fear, change, and time are all part of us. Why wait for that perfect moment to change your life, take that first step to discovering who you really are. The course is an introduction to all the above but also will cover technology, diet and how to listen to our bodies and why the world has influenced us today.

NON-DUALITY, SPIRITUAL AWAKENING & ENLIGHTENMENT

Course No. 5065 Sessions: 8 Tuesday 7:30 PM - 9:30 PM Fee:€110

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

CHOICE THEORY

Course No. 5070 Sessions: 8 Thursday 7:30 PM - 9:30 PM Fee:€110

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

THRIVING WITH A HEALTHY LIFESTYLE

NEW

Course No. 5037 Sessions: 8 Monday 7:30 PM - 9:30 PM Fee:€80

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.

MINDFULNESS

D

Course No. 0223 Sessions: 8 Tuesday 11:30 AM - 1:30 PM Fee:€110

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

MINDFULNESS MEDITATION

Course No. 5064 Sessions: 8 Thursday 7:30 PM - 9:30 PM Fee:€110

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

STRESS MANAGEMENT AND MINDFUL LIVING

Course No. 5062 Sessions: 8 Thursday 7:30 PM - 9:30 PM Fee:€110

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.

MIND AND BODY

PILOGA

Course No. 5049 Sessions: 8 Wednesday 7:30 PM - 8:30 PM Fee:€80

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

PILOGA

D

Course No. 0409 Sessions: 8 Thursday 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 / QIGONG

Course No. 5008 Sessions: 8 Thursday 7:30 PM - 9:00 PM Fee:€80

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

HATHA YOGA

NEW

Course No. 5036 Sessions: 8 Wednesday 7:30 PM - 9:00 PM Fee:€80

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

VINYASA YOGA

NEW

Course No. 5097 Sessions: 8 Thursday 7:30 PM - 9:00 PM Fee:€80

Dynamic activity classes providing a therapeutic work out for participants. Vinyasa Yoga allows learners to connect yoga poses together in a sequence leading to a deeper less interrupted flow of yoga practice.

YOGA

Course No. 5039 Sessions: 8 Monday 7:30 PM - 9:00 PM Fee:€80

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

YOGA

D

Course No. 0211 Sessions: 8 Tuesday 9:30 AM - 11:00 AM Fee:€80

Description as Evening Course No. 5039 Above.

YOGA

Course No. 5040 Sessions: 8 Tuesday 7:30 PM - 9:00 PM Fee:€80

ALEXANDER TECHNIQUE

Course No. 5061 Sessions: 8 Monday 7:30 PM - 9:30 PM Fee:€110

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

SOMATIC MOVEMENT EDUCATION

Course No. 5033 Sessions: 8 Thursday 7:30 PM - 9:00 PM Fee:€80

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

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

SOMATIC MOVEMENT EDUCATION

D

Course No. 0301 Sessions: 8 Wednesday 9:30 AM - 11:00 AM Fee:€80

Description as Evening Course No. 5033 above.

CARING - HEALTH AND SAFETY

PRACTICAL FIRST AID

Course No. 5023 Sessions: 5 Thursday 7:00 PM - 9:30 PM Fee:€95

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.

ALLERGEN AWARENESS & COMMUNICATION

Course No. 7006 Sessions: 1 Monday 6:30 PM - 9:30 PM Fee:€60

Certificate - Certified by the Food Safety Professional Association

This course gives a comprehensive overview of current allergen and labelling legislation. Course content includes - Introduction to food information to the consumer regulation. Who is infected? Food Allergies, food intolerances and Anaphylactic reaction. The big 14. How can you comply? Managing allergens in your food business. This course is beneficial in Catering, Hospitality, Industrial, Retail and Artisan Food Sectors. Small exam at end of course with the Certificate issued by the Food Safety Professional Association.

PRIMARY FOOD COURSE (FOOD SAFETY) Live Online

Course No. 7011 Sessions: 4 Wednesday 7:30 PM - 10:00 PM Fee:€160

Certified by Environmental Health Officers Association

This course will be delivered Live Online by our Tutor.

Course duration is 10 hours including a one hour exam which is validated by the Environmental Health Officers Association. 50% pass rate required and the certificate issued by the EHO is valid for 5 years. All students receive a hand book and work book supplied by the Environmental Health Officer Association.

Course contents include: Microbiological hazards, Food Contamination, Food Preparation, Cooking and serving, Cross contamination, Frequency of Hand Washing, Cleaning, Pest control & Food Safety Law and Enforcement.

CARING - HEALTH AND SAFETY

CHILD PSYCHOLOGY (4-18 YEARS)

**BL**

Course No. 8042 Sessions: 8 Wednesday 7:00 PM - 9:30 PM Fee: €330

Level 6 Component Code 6N2023 - Certified by QQI

(Payment Plan Option)

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

Topics covered include:

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

30 hours work experience in a childcare setting or school recommended. www.QQI.ie

SPECIAL NEEDS ASSISTING

**BL**

Course No. 8018 Sessions: 16 Monday 7:00 PM - 9:30 PM Fee: €330

Level 5 Component Code 5N1786 - Certified by QQI

(Payment Plan Option)

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

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

The Special Needs Assisting Course aims to:

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

Work Experience:

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

Entry Requirements:

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

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

SPECIAL NEEDS ASSISTING

**BL****D**

Course No. 0201 Sessions: 16 Tuesday 10:30 AM - 1:00 PM Fee: €330

Level 5 Component Code 5N1786 - Certified by QQI

(Payment Plan Option)

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

Description as Course no. 8018 above.

SPECIAL NEEDS ASSISTING (LEVEL 6)

**BL**

Course No. 8106 Sessions: 16 Tuesday 7:00 PM - 9:30 PM Fee: €350

Level 6 Component Code 6N1957 - Certified by QQI

(Payment Plan Option)

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

Entry Requirement

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

This course will enable you to:

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

GRIEF AND SORROW WORKSHOP (ONLINE)

NEW

Course No. 5050 Sessions: 5 Wednesday 7:30 PM - 9:30 PM Fee:€75

This ONLINE Grief and Sorrow workshop entitled **Ón Dólás go Sólás**, follows Francis Weller's copyrighted "Apprenticeship with Sorrow" series. Participants will be invited to listen to an audiocast of Francis Weller prior to each session. We will then have a recap of each audio, participate in writing exercises and open discussion on our personal journey with grief and sorrow. Numbers are limited for this online class

INFECTION PREVENTION AND CONTROL



BL

Course No. 8012 Sessions: 8 Wednesday 7:00 PM - 9:30 PM Fee:€290

Level 5 Component Code 5N3734 - Certified by QQI

(Payment Plan Option)

This module is a mandatory component from "Health Service skills" major award 5M3782. If Learner has completed all components in "Healthcare Support" major award 5M4339, by completing "Infection Prevention and Control" they may be able to 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. .

ANATOMY AND PHYSIOLOGY



BL

Course No. 8054 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

CARE OF THE OLDER PERSON



BL

Course No. 8095 Sessions: 8 Thursday 7:00 PM - 9:30 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.

CARE OF THE OLDER PERSON



BL

D

Course No. 0837 Sessions: 8 Wednesday 10:30 AM - 1:00 PM Fee:€290

Level 5 Component Code 5N2706 - Certified by QQI

(Payment Plan Option)

Course description as course no. 8095 above.

CARING - HEALTH AND SAFETY

HEALTHCARE SUPPORT - MAJOR AWARD



BL

Course No. 8081

Monday & Some Tuesdays

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

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.
2. **Care Skills 5N2770** - Refer to course description below.
 - **Modules 3 and 4** will start February / March.
 - For details of modules offered as part of this Major award refer to page 39.

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

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

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

CARE SUPPORT



BL

Course No. 8105

Sessions: 8

Monday and some Tuesdays

7:00 PM - 9:30 PM

Fee: €290

Level 5 Component Code 5N0758 - Certified by QQI

(Payment Plan Option)

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](#).

Runs every Monday and every second Tuesday.

CARE SKILLS



BL

Course No. 8104

Sessions: 8

Monday & Some Tuesdays

7:00 PM - 9:30 PM

Fee: €290

Level 5 Component 5N2770 - Certified by QQI

(Payment Plan Option)

- 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 hygienic 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 (to be confirmed) and runs every Monday and every second Tuesday.

EARLY CHILDHOOD CARE AND EDUCATION - MAJOR AWARD



BL

Course No. 8032

Monday & Some Wednesdays

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 - Certified by QQI

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

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

1. **Early Childhood Education and Play 5N1773** - Refer to course description below.
2. **Social Studies 5N1370** - Refer to course description below.
3. **Modules 3 and 4** will start February / March.
4. For details of modules offered as part of this Major award refer to page 39.

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

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

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

EARLY CHILDHOOD EDUCATION AND PLAY



BL

Course No. 8082

Sessions: 8

Monday & Some Wednesdays

7:00 PM - 9:30 PM

Fee: €290

Level 5 Component Code 5N1773 - Certified by QQI

(Payment Plan Option)

The purpose of this award is to equip the learner with the knowledge, skill and competence to ensure that each child's learning, development and well being is facilitated through the provision of opportunities, experiences, activities, interaction, materials and equipment, having regard to the age and stage of development of the child and the child's cultural context.

This is a component of the [Major Award Early Childhood Care and Education QQI Level 5 Code 5M2009](#).

Runs every Monday and every second Wednesday.

SOCIAL STUDIES



BL

Course No. 8083

Sessions: 8

Monday & Some Wednesdays

7:00 PM - 9:30 PM

Fee: €290

Level 5 Component Code 5N1370 - Certified by QQI

(Payment Plan Option)

- Develop an understanding of sociology and its relevance in Society as an individual, a family member and as part of a community.
- Examine the area of social stratification in Irish society and describe how this society can be divided into different social strata ie class, gender, race/ethnicity.
- Discuss the impact of discrimination on individuals in society by looking at discrimination and its impact on minority groups.
- Explore the role and function of the family as a social unit, the changes that have taken place in the family within an Irish context taking into account the implications of marital breakdown.

This is a component of the [Major Award Early Childhood Care and Education QQI Level 5 Code 5M2009](#).

Starts mid November (to be confirmed) and runs every Monday and every second Wednesday.

CARING - HEALTH AND SAFETY

EARLY CHILDHOOD CARE AND EDUCATION - MAJOR AWARD (LEVEL 6)

**BL**

Course No. 8097

Tuesday & Some Thursdays

7:00 PM - 9:30 PM

Fee: €290 for each module or €1000 for 4 modules (Payment Plan Option)**** 8 Modules in total required for this Major Award ****

Level 6 Major Code 6M2007 - Certified by QQI

On the successful completion of this award the learner will have acquired the knowledge, skills and competence to work as an autonomous practitioner. Skills acquired will provide the successful learner with the ability to lead and co-ordinate a team in the provision of Early Childhood Care and Education. Knowledge of how to create an environment which promotes the development of capable active learners in line with national standards will be gained. This award will provide learners with opportunities to transfer and progress to programmes leading to higher education and training awards.

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

1. **Child Development - 6N1942** - Refer to course description below.
2. **Early Childhood Curriculum - 6N1944** - Refer to course description below.
3. **Modules 3 and 4** will start February / March.

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

Please note each module has a credit value of 15 and in order to achieve a major award in "Early Childhood Care and Education" you need to have 120 credits. 120 hours work experience must also be achieved and certified by a Supervisor within work placement.

CHILD DEVELOPMENT (LEVEL 6)

**BL**

Course No. 8098

Sessions: 10

Tuesday & Some Thursdays

7:00 PM - 9:30 PM

Fee:€290

Level 6 Component Code 6N1942 - Certified by QQI

(Payment Plan Option)

- Critically reflect on child development theories and their application on ECCE practice.
- Explore the effects of a range of genetic, social, cultural and environmental factors on the holistic development of the child.
- Research a range of theoretical perspectives in the field of behaviour management in support of the holistic development of the child.
- Select from a range of specialised skills to meet the needs of parents, children, colleagues and other stakeholders in an ECCE setting in the context of legislation and national practice guidelines.
- Organise a variety of detailed observations in support of programme planning for individual and groups of children using a range of tools.

This is a component of the [Major Award Early Childhood Care and Education QQI Level 6 Code 5M2007](#).

Runs every Tuesday and every second Thursday.

EARLY CHILDHOOD CURRICULUM (LEVEL 6)

**BL**

Course No. 8099

Tuesday & Some Thursdays

7:00 PM - 9:30 PM

Fee:€290

Level 6 Component Code 6N1944 - Certified by QQI

(Payment Plan Option)

- Critically reflect on the contributions of a range of early childhood educational theorists to pedagogical practice.
- Assess a range of early childhood programme models and approaches and their implementation.
- Evaluate the role of the adult in supporting childrens learning and development

This is a component of the [Major Award Early Childhood Care and Education QQI Level 6 Code 5M2007](#).

Starts mid November (to be confirmed) and runs every Tuesday and every second Thursday.

FLOWER ARRANGING

Course No. 6014 Sessions: 8 Tuesday 7:30 PM - 9:30 PM Fee: €110
 (Cost of materials extra)

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

FLOWER ARRANGING

D

Course No. 0508 Sessions: 8 Friday 9:30 AM - 11:30 AM Fee: €110
 (Cost of materials extra)

Course description as course no. 6014 above.

CROCHET TO DESIGNER WEAR

Course No. 6019 Sessions: 8 Monday 7:30 PM - 9:30 PM Fee: €110

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

DRESSMAKING (BEGINNERS)

Course No. 6072 Sessions: 8 Wednesday 7:30 PM - 9:30 PM Fee: €150
 (Payment Plan Option)

You will be taught how to make a garment that you can wear yourself. You will be guided in every aspect of dressmaking, starting from buying your own pattern and learning how to cut it to your size, how to read and follow pattern instructions. Choose the fabric and cut and match it. Step by step you will be shown how to assemble your garment. Also you will be shown how to set up and work a domestic sewing machine.

JEWELLERY MAKING

Course No. 6098 Sessions: 8 Tuesday 7:30 PM - 9:30 PM Fee: €120
 Additional cost for materials €30

Learn all the basics to make your own jewellery at home! This course is project based and will cover the fundamentals of Jewellery Making. The course will cover the proper and safe use of jewellery making tools. Suitable for complete beginners. Tools for use during the course will be provided by the class Tutor. Additional charge for materials is payable to the Tutor at the first class.

HAND BUILT POTTERY & MODELLING

Course No. 6057 Sessions: 8 Monday 7:30 PM - 9:30 PM Fee: €110

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

ORNAMENTAL GLASS (STAINED GLASS)

Course No. 6031 Sessions: 8 Monday 7:30 PM - 9:30 PM Fee: €110
 Additional charge of €15 for project materials and equipment.

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

COOKING

BAKING & DESSERTS

Course No. 6100 Sessions: 8 Monday 7:30 PM - 9:30 PM Fee:€120
(Cost of materials extra)

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

BAKING WITH A TWIST!

Course No. 6002 Sessions: 8 Thursday 7:30 PM - 9:30 PM Fee:€120
(Cost of materials extra).

This class will showcase a number of baking techniques, sharing industry insight and tips learned from some of the leading experts. Develop a passion for cooking and baking. We look at the techniques of traditional baking, using everyday products which we have at home. People are busy and ingredients can be expensive so the class will be time and budget effective and will show quick techniques which can be used day in and day out! You are in for a treat!

GUILT FREE COOKERY

Course No. 6005 Sessions: 8 Wednesday 7:30 PM - 9:30 PM Fee:€120
(Cost of materials extra)

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

JOYS OF COOKING

Course No. 6052 Sessions: 8 Thursday 7:30 PM - 9:30 PM Fee:€120
(Cost of materials extra.)

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

CAKE DECORATING

Course No. 6049 Sessions: 8 Tuesday 7:30 PM - 9:30 PM Fee:€120
(Cost of materials extra)

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

CAKE DECORATING IMPROVERS

Course No. 6055 Sessions: 8 Wednesday 7:30 PM - 9:30 PM Fee:€110
(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

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.

LIVING VEGAN FOOD

Course No. 6042 Sessions: 8 Wednesday 7:30 PM - 9:30 PM Fee:€110
 Demonstration Class

Be inspired with an array of raw vegan delights that are sure to tempt every palate. Learn how to create deliciously vibrant living foods that not only taste heavenly but are also kind to your body and kinder to the earth. All raw living foods are meat free, dairy free, gluten free, sugar free and are not processed. Easy to make and economical recipes. Scrumptious starters, rainbow salads, mouth watering main courses, super smoothies, jump start juices, super sprouting seeds, delectable dips, decadent desserts, delicious wholesome dehydrated crackers, nut milks and cheeses. Living food that is full of nature's natural enzymes and phytonutrients that will leave you feeling vitalised and help to grow, nourish and maintain a healthy living lifestyle choice.

GARDENING - NATURE - ANIMALS

BEE KEEPING

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

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

Course content:

Recognising bees (worker, drone, queen), The hive, Equipment, Seasons (Summer, Autumn, Winter and Spring and activities in each), Stings, Swarms, Feeding, Harvesting honey, Pests and Diseases.

KEEP YOUR GARDEN GREEN

NEW

Course No. 6087 Sessions: 8 Wednesday 7:30 PM - 9:30 PM Fee:€110

Harvest the value of your garden, large or small. Give your green space an organic make-over, Grow ornamentals and vegetables as companion planting. Realise the value of your soil, Create your own compost and home-made feeds, Keep it green and growing with eco- friendly seasonal maintenance.

DOG GROOMING

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

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

CANINE OBEDIENCE TRAINING

Course No. 6082 Sessions: 8 Thursday 8:00 PM - 9:00 PM Fee:€90

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

INFORMATION TECHNOLOGY

-- AutoCAD -- Autodesk Revit -- Computer Programming - Introduction -- Computer Science - Introduction Using Python -- Computers Beginners -- Computers For Improvers: Pre - ECDL -- Computers Improvers -- Getting Started Computer Training -- MICROSOFT® Excel - Office Specialist -- MICROSOFT® Excel - Office Specialist -- New ECDL : Base Modules -- Web Design Through Wordpress

BUSINESS - LEGAL - ACCOUNTING

-- Accounting Manual And Computerised -- Bookkeeping: Manual and Computerised -- Business Administration Skills -- Certified Accounting Technician (CAT) ACCA Year 1 -- Digital Marketing -- Information and Administration -- Introduction to Text Production and Word Processing -- Legal Practice And Procedures -- Medical Terminology -- Online & Digital Marketing -- Online Business Development & Marketing -- Payroll: Manual & Computerised -- Start and Grow Your Own Business

LEAVING CERTIFICATE SUBJECTS

-- Junior Cert Irish -- Junior Cert Maths (Hons) -- Learning Skills (Evening) -- Leaving Cert Biology (Honours) -- Leaving Cert Irish (Honours) -- Leaving Cert Maths (Honours) -- Leaving Cert Maths (Honours) For 5th Years -- Leaving Cert Maths (Hons) For Transition Year Students -- Leaving Cert Maths (Ordinary Level) -- Leaving Cert Oral Irish

LANGUAGES

-- Conversational French -- Conversational Irish -- French Beginners -- German Beginners -- German Improvers -- Italian Beginners -- Italian Improvers -- Sign Language - Beginners -- Spanish - Beginners -- Spanish - Improvers

ARTS - PHOTOGRAPHY

-- Creative Photography & Techniques -- Creative Writing -- Digital Photography -- Drawing - Introduction -- Drawing Techniques -- Drawing the Portrait -- Introduction to Fashion Design -- Oil Painting -- Painting with Acrylics -- Photoshop & Lightroom For Photographers -- Watercolour Painting

BEAUTY - FASHION

-- Barbering -- Make-Up (TEC Certified) -- Make-Up Artist - Introduction -- Nails - Introduction

HUMAN BEHAVIOUR - MIND

-- Cognitive Behavioural Therapy -- Counselling -- An Introduction -- Maynooth University Certificate in Psychology -- Psychology - An Introduction

DANCE - SPORT - FITNESS

-- Sport Psychology - An Introduction -- 10 Week Change your Body Challenge -- 18 Personal Training Sessions - Special Offer -- Aerobics n' Tone -- Ballroom and Jive -- Beginner All Over Fitness Class - (All Fitness Levels) -- Beginner Self Defence & Combat Class - (All Fitness Levels) -- Beginner Strength & Conditioning Class - (All Fitness Levels) -- Belly Dancing (for Ladies) -- Bootcamp -- Callanetics -- Couch To 5km Class - (All Fitness Levels) -- Kettlebells -- Latin and Salsa -- Line Dancing -- Sustainable Weight Loss Training Class - (All Fitness Levels) -- Total Body Tone (T.B.T) -- Zumba Fitness

MUSIC - SOUND - DRAMA

-- Keyboard Piano for Complete beginners -- Keyboard Piano for Improvers -- Learning the Bodhran -- Learning the Guitar -- Tenor Banjo / Mandolin -- Ukulele -- Ukulele Improvers

SKILLS - SELF DEVELOPMENT

-- Bridge - Beginners -- Bridge - Improvers -- DIY -- Furniture Restoration -- Practical Interior Design -- Present With Confidence: Face to Face and Online -- Public Speaking -- Speaking with Confidence -- Trace your Family -- Traditional Upholstery -- Training Delivery And Evaluation (Train the Trainer) -- Woodworking for Beginners

MIND & BODY

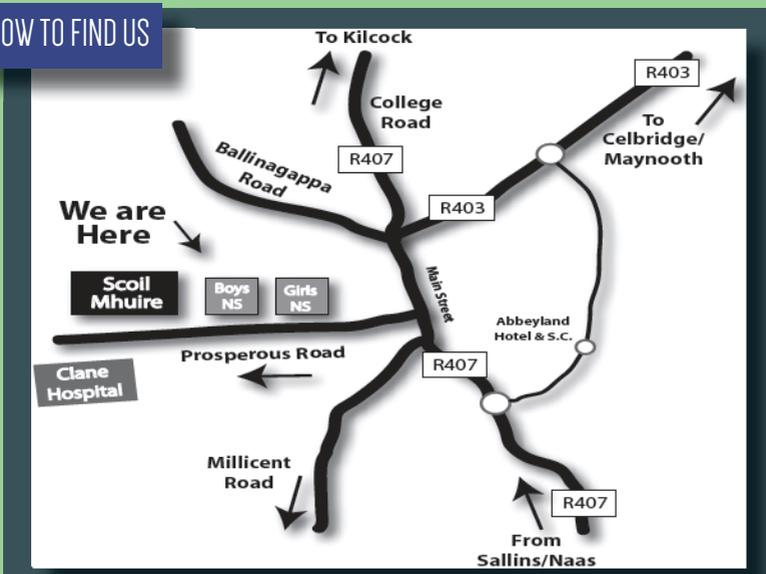
-- Alexander Technique -- Choice Theory -- Thriving with a Healthy Lifestyle -- Hatha Yoga -- Mindfulness -- Mindfulness Meditation -- Motivation Change Your Life -- Non-Duality, Spiritual Awakening & Enlightenment -- Pilates -- Piloga -- Somatic Movement Education -- Stress Management And Mindful Living -- Tai Chi / Qigong -- The Law of Attraction -- Vinyasa Yoga

CARING - HEALTH & SAFETY

-- Allergen Awareness & Communication - Online -- Anatomy and Physiology -- Care of the Older Person -- Care Skills -- Care Support -- Child Development (Level 6) -- Child Psychology (4- 18 Years) -- Early Childhood Care and Education (Level 6) -- Early Childhood Care And Education - Major Award -- Early Childhood Curriculum (Level 6) -- Early Childhood Education and Play -- Grief and Sorrow Workshop (Online) -- Healthcare Support - Major Award -- Infection Prevention and Control -- Practical First Aid -- Primary Food Hygiene (Food Safety) - Online -- Social Studies -- Special Needs Assisting -- Special Needs Assisting (Level 6) -- CRAFTS - FABRICS -- Crochet to Designer Wear -- Dressmaking (Beginners) -- Flower Arranging -- Hand Built Pottery & Modelling -- Jewellery Making -- Ornamental Glass (Stained Glass) -- COOKING -- Baking & Desserts -- Baking With a Twist! -- Cake Decorating -- Cake Decorating Improvers -- Guilt Free Cookery -- Joys of Cooking -- Living Vegan Food -- Piping Skills For Cake Decorating -- GARDENING - NATURE - ANIMALS -- Bee Keeping -- Canine Obedience Training -- Dog Grooming -- Keep Your Garden Green

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HOW TO FIND US



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