

**SPRING 2010**  
**COMMUNITY**  
**EDUCATION**  
**PROGRAMME**

**ENROLMENT**

- ◆ Phone/Post From January 7<sup>th</sup>
- ◆ School Mon 18<sup>th</sup> January 7-9pm
- ◆ Online Check our website

**CLASSES COMMENCE**

Week beginning Monday 1<sup>st</sup> February 2010

**COMMUNITY EDUCATION DEPT**

Tel. 8209863 Fax: 8209867  
 E-mail: [adult\\_ed@eircom.net](mailto:adult_ed@eircom.net)  
[www.hartstown-cep.com](http://www.hartstown-cep.com)  
 Secretary available 10am – 3pm

**CLASS TIMES 7.30 - 9.30 PM**  
**UNLESS OTHERWISE STATED**

101	<b>AEROBICS</b>	7.30 – 8.25 pm	€ 60
102	<b>AEROBICS</b>	8.35 – 9.30 pm	€ 60
	<i>Aerobic workout with non-contact punches and kicks and toning.</i>		
103	<b>ANGELS</b>		€ 90
	<i>Working with Angels can create miraculous changes in your life. Learn how to connect with your Angels on a daily basis and let go of negativity. Class includes guided meditations. (8 weeks)</i>		
104	<b>ART (Watercolours)</b>		€ 90
	<i>Techniques of watercolour painting to include landscapes and still life</i>		
105	<b>BEADED JEWELLERY</b>		€ 90
	<i>Learn to design and make your own jewellery using bead weaving stitches including the brick stitch, peyote stitch, herringbone stitch and pearl stringing and more.</i>		
106	<b>BELLY DANCING (Beginners)</b>	7.00 – 8.00 pm	€ 65
107	<b>BELLY DANCING (Beginners)</b>	8.00 – 9.00 pm	€ 65
	<i>Ladies! A fun way to lose weight, stay in good shape and learn this very ancient traditional dance of the Middle-Eastern countries</i>		
108	<b>CAKE DECORATION AND SUGAR CRAFT (Stage 2)</b>		€ 90
	<i>For those who have already completed the Beginners' class. Course materials extra.</i>		
109	<b>CLICKER TRAINING FOR YOUR DOG</b>		€ 90
	<i>Reward based training for your pet. Clicker train your dog and develop a better relationship with them.</i>		
110	<b>COMPUTERS FOR BEGINNERS</b>	7.00 – 9.00pm	€ 100
	<i>Designed to give the basic knowledge required to carry out everyday routine work on a computer.</i>		
111	<b>DIY / HOME MAINTENANCE</b>		€ 90
	<i>A general insight into how to work on DIY projects within your own home. Practical hands-on course.</i>		
112	<b>ENERGY RATING – ASSESSING YOUR HOME</b>		€ 90
	<i>Introduction to a wide variety of energy saving methods and devices that can be used in the home. The course will give students an understanding of green issues and technologies affecting the home owner.</i>		
113	<b>ENGLISH AS AN ALTERNATIVE LANGUAGE</b>		€ 90
	<i>7.00-9.00pm. For adults who wish to learn basic English for use in everyday conversation. (Please indicate whether beginner or improver)</i>		
114	<b>FLORISTRY</b>		€ 90
	<i>'Jazzy Flowers' beginners' workshop. Taught by qualified florist. This fun course entails gift wrapping and bows, button hole, wrist corsage, bouquets, funeral wreaths, front facing arrangement, planted baskets and more. Flowers and tools required.</i>		
115	<b>FRENCH (Beginners)</b>		€ 90
	<i>An introduction to the French language..</i>		

116	<b>GEL NAIL TECHNICIAN</b>		€ 120
	<i>This 20 hour course offered by Tina's House of Nails and certified by EMF Nails is designed to train participants to work in a beauty salon or at home. It is aimed at the novice. A kit costing €390 must be purchased. Bring a friend to model.</i>		
117	<b>GARDENING AND GARDEN DESIGN</b>		€ 90
	<i>Develop your 'room outside' to its best advantage.</i>		
118	<b>GOLF (Beginners) 7.00 – 8.00pm</b>		€ 100
	<i>Learn rules, etiquette, equipment, grip, stance, swing and short game. Two classes held indoors, remaining classes held in Elmgreen Golf Centre. (6 weeks. Golf balls extra)</i>		
119	<b>GOLF (Improvers) 8.00 – 9.00pm</b>		€ 100
	<i>As above plus stance and swing improvements, driver and fairway shots. (6 weeks. Golf balls extra)</i>		
120	<b>HAIRDRESSING (Improvers)</b>		€ 90
	<i>A follow-on from the beginners course with more emphasis on cutting and blowdrying. Own models needed from the first night. (Must have completed the basic course)</i>		
121	<b>HEALTHY &amp; WHOLESOME COOKING</b>		€ 90
	<i>With life in the fast lane this course will help with healthy, quick and easy dishes with coverage of all the food groups for healthy living.</i>		
122	<b>IRISH (Beginners) 7.00 – 9.00pm</b>		€ 90
	<i>Learn to further your knowledge of your native language in everyday situations. Bígí linn.</i>		
123	<b>LEADERSHIP, TEAM BUILDING &amp; NEGOTIATION</b>		€ 90
	<i>Practical and solid foundation for those involved or intending to be involved in leadership or team development. Introduces the skills and techniques required to confidently negotiate agreements in all aspects of our lives.</i>		
124	<b>LIFE DRAWING</b>		€ 110
	<i>Through a practical approach to drawing and painting the human figure, artists have always studied the art of life drawing to develop a greater awareness of movement, structure and form in their journey of self expression through art. All levels with life models provided. Own materials required.</i>		
125	<b>LOCAL HISTORY</b>		€ 90
	<i>Learn about Lady Fingall, the Baron of Castleknock and the Guinness family. All were among the local gentry in the area. Learn about Dunsink Observatory, the Vice Regal lodge, Farmleigh and the Phoenix Park murders. Advice on how to trace your ancestors and get a brief overview of Irish history.</i>		
126	<b>NEURO LINGUISTIC PROGRAMMING</b>		€ 90
	<i>Enhancing Personal Effectiveness. This programme will help participants explore and understand how using techniques such as NLP, Appreciative inquiry and coaching can help develop a more positive and focused approach to both personal and business challenges</i>		
127	<b>OIL PAINTING 7.00 – 9.00pm</b>		€ 90
	<i>Introduction to all aspects of oil painting for both beginners and those with some experience. Will cover abstract, landscapes, still life, and free choice painting. Individual tuition provided at all levels. Free choice of subject matter.</i>		

- 128 ORGANIC GARDENING (Beginners - 8 weeks) € 90**  
Learn how to grow your own vegetables organically. Planning your garden, soil management, compost making, rotation, vegetable and salad growing, pests and disease.
- 129 PERSONAL MONEY MANAGEMENT € 90**  
Taking control of YOUR money. Course is designed to improve your knowledge of personal finance and help make more informed decisions about money, money management and saving.
- 130 PC REPAIR & TROUBLESHOOTING 7.00 – 9.30 pm € 100**  
Course designed for those who are computer literate and wish to know more about how to repair or upgrade your machine. 8 Weeks (Maximum class 12)
- 131 PHILOSOPHY € 90**  
Philosophy aspires to answer the fundamental questions in life and get to the very root of human existence in order to develop a greater understanding of our place in the world and our relationships with one another.
- 132 PHOTOGRAPHY € 95**  
Introductory course in photography. Participants learn about camera techniques and controls, image quality, composition, exposure and an introduction to digital manipulation. Course suited to both film and digital camera users.
- 133 PSYCHOLOGY: An Introduction € 90**  
A relaxed and informal course looking at topics such as motivation and emotion, child development, personality theory, nature versus nurture and other areas.
- 134 REFLEXOLOGY: Original Ingram Method 7.00–9.00pm € 90**  
Reflexology is a safe, natural therapy to aid relaxation, reduce stress and enhance inner healing through stimulation of reflex points in the feet. (8 weeks)
- 135 REIKI € 90**  
Ancient healing therapy. It is a safe, natural and extremely pleasant holistic method of healing. Empowerment into levels 1&2. (8 weeks)
- 136 SEWING & CRAFTWORK € 90**  
Learn to use a sewing machine and acquire or improve your sewing skills for repairs and alterations, dressmaking, soft furnishings, curtains, festive decorations, handbag making and many other projects.
- 137 START YOUR OWN BUSINESS € 90**  
An introduction to all the major aspects of planning, starting and running your own small business. The course aims to show participants another side to business, showing why things happen, analysing from a business perspective.
- 138 WEB DESIGN € 120**  
Whether you have a hobby, wish to display your talents to the world or would like to promote your small business a web site is the way to go! Using industry standard software learn to design and structure a functional website. Suitable for beginners with a good working knowledge of Microsoft Windows.
- 139 WINE APPRECIATION € 120**  
Feel confident when choosing or ordering your wine. Learn in a relaxed and fun way. All wines for tasting included in course fee. (8 weeks)

- 140 WOODTURNING (Intermediate) € 95**  
Learn all you need to know to improve your woodturning to advanced levels.
- 141 YOGA (Beginners) 7.00 – 8.25 pm € 60**
- 142 YOGA (Improvers) 8.35 – 10.00 pm € 60**  
A gentle system of yoga, yoga breathing and relaxation focussing on health and balancing out the body, mind and spirit. (Maximum class 20)

## TUESDAY

- 201 BALLROOM DANCING (Beginners) 7.00 – 7.45 pm € 65**  
Learn to dance for all occasions. Jive, quickstep, waltz, samba - wedding waltz a speciality.
- 202 BALLROOM DANCING (Improvers) 7.45 – 8.30 pm € 65**  
Take the next step and learn cha cha, samba, foxtrot, tango, old time waltz etc.
- 203 LATINO & SALSA DANCING 8.30 – 9.15 pm € 65**  
**Beginners** - Basic steps
- 204 LATINO & SALSA DANCING 9.15 – 10.00 pm € 65**  
**Improvers** – for those who have completed a Beginners' course
- 205 BEADED JEWELLERY € 90**  
Learn to design and make your own jewellery using basic stringing methods, threads, tigertail, ribbons etc. Learn basic bead weaving methods. (Materials extra)
- 206 BIKE MAINTENANCE € 90**  
Cyclists can get the confidence to maintain their bicycle, make it roadworthy and increase their safety.
- 207 CAR MAINTENANCE € 90**  
Introduction to all main components and systems of the car, safety practices and advice on the service and repair that can be carried out at home.
- 208 CAKE DECORATION AND SUGAR CRAFT € 90**  
Learn how to decorate cakes for all occasions using Sugar flowers and modelling various characters. Course materials extra. (Beginners)
- 209 COMPUTERISED ACCOUNTS € 100**  
Using Sage Line 50 accounting software learn sales, purchases and nominal ledgers, invoicing, petty cash, bank reconciliation, VAT reporting, monthly and year end financial reports. (8 weeks)
- 210 COMPUTING WITH CONFIDENCE 7.00 – 9.00pm € 100**  
Take control of your computer, your programs and the Internet. Understand how your computer works and make it work the way you want it to. Load and use programs, understand virus protection, internet searches, shopping, e-mail, solve computer problems on-line and much more. Familiarity with mouse and keyboard necessary.
- 211 CREATIVE EMBROIDERY € 90**  
Learn a variety of embroidery stitches including chain stitch, herringbone, specking and patchwork. Personalise items of clothing using embroidery. A great stress-buster also!

- 212 CROCHET (Beginners & Advanced) 7.30 – 10.00pm € 90**  
Why not try your hand at crochet or improve your crochet skills? Crochet is so trendy right now. Learn to make your own tops, ponchos or baby wear. You will get hooked once you start! (8 weeks)
- 213 DIGITAL FILM MAKING (An Introduction) € 90**  
learn the skills to improve your home movies from a filmmaking professional – a guide to script, camera, sound, and editing for the beginner. From short films, music videos, family holidays to wedding videos – this course will improve your work!
- 214 FILM STUDIES € 90**  
This course will take you through every aspect of film appreciation and will explore all film genres. A treat for film buffs!
- 215 FLORISTRY € 90**  
'Jazzy Flowers' Advanced workshop. Taught by qualified florist. This fun course is a continuation of the Beginners' course. It covers bows, bridal hand tie and tear drop bouquet, head dress, modern and Easter arrangements, funeral spray, planted basket for house plants, cut flowers and more. Flowers, plants and tools required.
- 216 FIRST AID 7.30 – 9.00pm € 80**  
A basic course which looks at first aid treatment of burns, fractures, haemorrhage and demonstrations of CPR. (8 wks)
- 217 GERMAN € 90**  
Learn to speak and write the language for all situations – work, rest and play – in a fun and relaxed atmosphere. All levels welcome.
- 218 GUITAR (Improvers) € 90**  
From beginner to improver – learn more chords, techniques and playing styles to help your performance.
- 219 INTRODUCTION TO INVESTING € 197**  
Introducing you to the stock market, company research techniques, the TICN 4 step system, investment strategies, how to create an investment plan and trade on your own pension account. (4 weeks)
- 220 IRISH LANGUAGE (Improvers) € 90**  
For those who completed a beginners' course or want to brush up on their Irish.
- 221 IRISH DANCING (Beginners) 7.00 – 8.00pm € 65**
- 222 IRISH DANCING (Improvers) 8.00 – 9.00pm € 65**  
Have fun as you learn basic, traditional and contemporary steps. Both solo and ceili teams. Great exercise!
- 223 ITALIAN (Beginners) € 90**  
Basic introduction to the language, the people and the ways of Italy.
- 224 JOY OF COOKING € 90**  
Practical cooking for everyone covering family meals to buffets and entertaining with stir fries, pasta dishes and easy to follow recipes.
- 225 JUST FOR ME € 90**  
Relax and have fun! Feel better mentally and physically using a combination of aromatherapy, massage, stress management, relaxation, nutrition and exercise.

## WEDNESDAY

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| <p><b>226 LAW FOR THE NON-LAWYER</b> € 90<br/><i>Learn about areas of law which impact on our lives and get an understanding of what rights you have. Notes will be provided and group discussions will be encouraged.</i></p> <p><b>227 LIFE COACHING</b> € 90<br/><i>Life coaching can help give you direction in life. Learn how to negotiate your personal journey through life by using a combination of life coaching techniques with meditation to be all that you can be. (8 weeks)</i></p> <p><b>228 MEDITATION &amp; AWARENESS</b> € 90<br/><i>The course offers practical ways to relax, meditate and become still. It is designed for people who want to develop inner stillness, awareness and peace and destress from their busy lives.</i></p> <p><b>229 SEASONS OF GROWTH</b> € 50<br/><i>This 4 week educational programme will help you to deal with change, loss and grief. It provides an opportunity to understand and manage your particular loss experience.</i></p> <p><b>230 SIGN LANGUAGE</b> 7.30 – 9.00 pm € 100<br/><i>Basic introduction to sign language for everyday use.</i></p> <p><b>231 STYLE with Colour ME Beautiful</b> € 60<br/><i>Wearing colours that complement you and knowing your bodylines will make shopping easier and eliminate expensive mistakes. Learn those styles that look great on you and what to avoid. Reinvent your look learning practical tips on makeup and accessories. (5 weeks)</i></p> <p><b>232 WOODTURNING (Advanced)</b> € 95<br/><i>Participants must be confident with lathe and tools and have completed at least one beginner's course.</i></p> <p><b>233 YOGA (Beginners)</b> 7.00 – 8.25 pm € 60</p> <p><b>234 YOGA (Improvers)</b> 8.35 – 10.00 pm € 60<br/><i>Self-transformative yoga using simple, effective invigorating practices that can be used in daily life to reduce stress, induce relaxation and improve health physically, mentally, emotionally and spiritually!</i></p> | <p><b>301 ARTS &amp; CRAFTS</b> € 90<br/><i>Art is not always about drawing! In this course, crafts such as mosaic, paper making, paper maché, collage, découpage &amp; other such skills are explored. Recycle many different materials to produce unique and beautiful pieces of artwork!</i></p> <p><b>302 ASIAN COOKING</b> € 90<br/><i>Learn how to create restaurant-style Indian and Thai cooking. Includes starters, side dishes and main courses. Learn tips, tricks and techniques. Mixture of demonstration and hands-on cooking.</i></p> <p><b>303 BOOK-KEEPING &amp; ACCOUNTS (Beginners)</b> € 90<br/><i>Introduction to the basic principles of accounting, debtors &amp; creditor ledgers, bank reconciliation and preparation of wages/salaries (PAYE/PRSI), trial balance, final accounts and introduction to VAT.</i></p> <p><b>304 BODYSCULPT AEROBICS</b> 7.30 – 8.25pm € 60</p> <p><b>305 BODYSCULPT AEROBICS</b> 8.35 – 9.30pm € 60<br/><i>A fitness class combining a series of exercises to improve body tone and increase aerobic fitness.</i></p> <p><b>306 CAREER PLANNING</b> € 90<br/><i>This practical course aims to help participants assess and identify career opportunities and threats in the workplace and to analyse their own strengths and developmental needs.</i></p> <p><b>307 COMPUTERS (Beginners)</b> 6.45 – 8.15 pm € 95<br/><i>Pre-ECDL course for the absolute beginner. Familiarise yourself with your PC before taking the next step.</i></p> <p><b>308 COMPUTERS (Intermediate)</b> 8.30 – 10.00 pm € 95<br/><i>Based on ECDL word processing module. Course will cover basic tasks through to advanced. Some previous computer knowledge required and access to a PC an advantage.</i></p> <p><b>309 CREATIVE CARD MAKING</b> € 90<br/><i>An introduction to the various techniques involved in making your own greeting cards. Learn rubber stamping, embossing, decoupage, quilling and other aspects of card craft. (8 weeks) (Specialist kit required costing €25)</i></p> <p><b>310 CREATIVE WRITING</b> € 90<br/><i>Have you ever wanted to write but thought you couldn't? Have you ever felt the fear of the blank page? Do you think you might like to write but have never tried? Bring paper and pen. No previous writing experience necessary.</i></p> <p><b>311 EXERCISE TO ENERGISE (Age 55+) 6.30 – 7.30pm</b> € 50<br/><i>A gentle exercise routine designed to improve the condition of the heart and lungs followed by a toning programme to increase muscle strength. We will finish with stretching for flexibility and relaxation.</i></p> <p><b>312 FRENCH (Improvers)</b> € 90<br/><i>For those who have done a beginners' course.</i></p> <p><b>313 GOLF (Beginners)</b> 7.00 – 8.00pm € 100<br/><i>Learn rules, etiquette, equipment, grip, stance, swing and short game. Two classes held indoors, remaining classes held in Elmgreen Golf Centre. (6 weeks. Golf balls extra)</i></p> | <p><b>314 GOLF (Improvers) 8.00 – 9.00pm</b> € 100<br/><i>As above plus stance and swing improvements, driver and fairway shots. (6 weeks. Golf balls extra)</i></p> <p><b>315 GUITAR (Beginners)</b> € 90<br/><i>Have fun learning guitar in this step by step class for total beginners</i></p> <p><b>316 HAIRDRESSING (Beginners)</b> € 90<br/><i>Basic introduction to hairdressing to include cutting, perming, colouring and upstyles.</i></p> <p><b>317 INDIAN HEAD MASSAGE &amp; RELAXATION 7.15 – 9.30</b> € 90<br/><i>Learn how to give and receive a quality massage, easing tension and stress in the upper back, shoulders, arms, neck, head and face. Massage will be worked in a seated position through the clothes. A number of relaxation techniques will be used. Time out to unwind and destress. (8 weeks)</i></p> <p><b>318 IRISH HERITAGE STUDIES</b> € 90<br/><i>Gain an insight into some of the important aspects of our heritage and culture and look at some of the major heritage sites and historical artefacts in the museums of Ireland</i></p> <p><b>319 MASTER BREADMAKING 8.00 – 10.00pm</b> € 90<br/><i>Master the skills and techniques involved in making your own fresh breads like soda bread with smoked cheese, focaccia, brown yeast breads. Also master the skill of traditional soups like wild mushroom &amp; thyme and sweet potato &amp; chilli.</i></p> <p><b>320 MUSIC (KEYBOARD)</b> € 90<br/><i>Learn how to play some popular tunes on the keyboard. Keyboards supplied. Suitable for beginners</i></p> <p><b>321 PERSONAL DEVELOPMENT</b> € 90<br/><i>Taking effective control of your life. Course covers self-esteem, assertiveness, communication and goal-setting. It incorporates a holistic and reflective outlook on life.</i></p> <p><b>322 PILATES (Beginners)</b> 6.30 – 7.25pm € 65</p> <p><b>323 PILATES (Beginners)</b> 7.30 – 8.25pm € 65</p> <p><b>324 PILATES (Improvers – 8 weeks) 8.30 – 9.30pm</b> € 65<br/><i>Develops core muscle strength, relieves stress and back pain, improves balance and co-ordination..</i></p> <p><b>325 PHOTOSHOP</b> € 120<br/><i>An introduction to Photoshop CS. This course will give you a good working knowledge of CS3. It covers the work area, the tools layers, masking, restoration and preparing images for printing and web publishing. Students should have a good working knowledge of Microsoft Windows and a basic understanding of photographic terms.</i></p> <p><b>326 POLISH</b> € 90<br/><i>Whether you want to learn Polish for holiday, business or to surprise your friends from Poland this course will provide you with sufficient information and knowledge to communicate.</i></p> <p><b>327 PUBLIC SPEAKING AND PRESENTATION SKILLS</b> € 90<br/><i>This fun and informative course provides all the skills and techniques required to confidently speak in front of an audience, whether preparing for a wedding speech or making a formal business presentation.</i></p> |
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### PARENTING COURSE TUESDAY 7.30 – 9.30pm

#### TOPICS COVERED

Parent/Teen Relationships / Parenting Styles / Child & Adolescent Development/ Coping Strategies / Peer Pressure / Communication / Friendship and more

**STARTS TUES 2<sup>nd</sup> February (8 weeks) – €40**

**Fee refundable with 75% attendance)**

### Online Enrolment Procedure

1. Go on to [www.hartstown-cep.com](http://www.hartstown-cep.com)
2. Select the online enrolment option on the home page
3. Choose the course you want
4. Register



