



PORTMARNOCK COMMUNITY SCHOOL

Adult Education Programme

JANUARY 2015

SPRING TERM

Enrolment for all classes can be completed in the following ways:

- 1: At our enrolment nights on **12th / 13th / 19th January 2015.**
- 2: By post using the **postal form** inside.
- 3: Online enrolment at **www.easypaymentsplus.ie** (links on school website).

More detailed Course Descriptions and Tutor information are available on www.portmarnockcommunityschool.ie under Adult Education



PORTMARNOCK COMMUNITY SCHOOL – TEL: 01-803 8069 FAX: 01-846 0927

Email: adultedpcs@gmail.com

ADULT EDUCATION

SPRING 2015

REGISTRATION

Walk in Enrolments

Monday 12th January 2015 – 7.30 p.m. - 8.30 p.m.

Tuesday 13th January 2015 – 7.30 p.m. - 8.30 p.m.

Monday 19th January 2015 – 7.30 p.m. - 8.30 p.m.

Online Enrolments at www.portmarnockcommunityschool.ie using the easy payments plus system.

Classes commence Tuesday 27th January 2015 (unless otherwise stated)

School will be closed for Mid-Term break from 16th - 20th February 2015 inclusive, for St. Patrick's Day, and 30th March - 12th April inclusive for Easter.

NOTES:

1. The formation of all classes depends on demand.
2. Fees, once paid, are strictly NON-RETURNABLE.
3. If classes are not formed, fees will be returned by post, or a student can transfer to another class.
4. Students supply their own materials (unless otherwise stated).
5. Further information on the content of the course can be obtained on the school website and at enrolment.
6. Numbers have to be restricted in certain courses, particularly the practical courses.
7. Please note:
If there are any additional courses which you would like to see on our Programme we would be glad to hear from you OR
If you feel you would be suitably qualified to give a particular course we would also be glad to hear from you.
8. **Bus Routes serving school (Bus stop 3612): 32X, 102, 142, 42. DART Feeder Bus to/from Sutton Station.**
9. **It is not possible to enrol by telephone.**
10. Enrolments are accepted only during registration times above, online or by post.
11. Postal enrolments may be made by completing the coupon underneath and returning same to arrive on / before Wednesday 21st January 2015.

Postal Registration Form (cannot guarantee automatic inclusion if class is full)

Name

Address

Telephone: Home..... Work

Course Title..... Code Number

Course Title..... Code Number

Amt. Enclosed (cheque / postal order) € _____

PLEASE NOTE:

1. Cheques to be made payable to:
ADULT EDUCATION DEPT., Portmarnock Community School
2. Postal enrolments must arrive on / before **Wednesday 21st January 2015**
3. You will be automatically registered – no receipt is necessary.

A Message from the Director of Adult Education

Following on from a successful Autumn Term, we are looking forward to the new Spring term 2015.

Hopefully you have made some New Year's resolutions and maybe one of them is to treat yourself to a course in an area that interests you. So whether it's a decision to get more active, learn a language or a skill, or pursue an interest our brochure should have something to interest you. If you are reading this before Christmas arrives, maybe a course for a loved one may solve that last minute gift problem!

We have a number of new courses on offer this term, including Bicycle Maintenance, Relationship Skills Training, Digital Marketing, Website Design, Woodwork and Interior Design. Some of last term's courses are offering follow on classes, such as Baking level 2, Spanish for Improvers, and Pilates for Improvers. There is no requirement to have completed the first term to join in January.

If you wish to offer a course in our Autumn Term, 2015, please feel free to contact us. If you wish to enquire about hiring our facilities (Classrooms or Sports Hall / Gym) please feel free to contact us.

Our online enrolment facility continues to be in place, and will be available from mid-December. Please see our school website for more details (www.portmarnockcommunityschool.ie).

Best Wishes

Michael McNeive

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More detailed Course Descriptions and Tutor information are available on www.portmarnockcommunityschool.ie under Adult Education

TUESDAY NIGHT CLASSES



Code 701

ART / PAINTING

Introducing you to the basic elements in art. Colour, Composition, Perspective, etc. using varied medium-oils, acrylics, and watercolours.

Painting is something anyone can try at any stage of life. Enjoy this creative, absorbing and relaxing hobby.

Beginners and Improvers welcome.

Tutor: Mr. Ciaran O'Briain – 10 weeks – €100.00 – 7.30 - 9.20 p.m.

Code 702

BADMINTON

A chance to play social badminton in a relaxed setting. All levels welcome. No previous experience required. Own racket required.

Ms Valerie Spain – 12 Weeks – €50.00 – 8:30 – 9:30 p.m.

Code 703

LEARN TO BAKE – LEVEL 2

Would you like to improve your bakery skills and make delicious baked goods varying from savoury recipes to chocolate truffles?



In the 10 weeks you will learn how to make:

- **Focaccia bread, Quiche, Savoury strudel, 3 chocolate mousse**
- **Coconut meringue nest cookies, Fruit tiramisu,**
- **Crème Caramel and chocolate short bread, Lemon meringue pie,**
- **Florentines and how to temper chocolate, Tasty chocolate truffles**

This is a hands on course so everybody can practice their skills and bring home lots of delicious baked goods to impress and share with your family and friends. If you enjoy baking at home and have basic baking skills, this course is for you. It is not necessary to have completed the Level 1 Learn to Bake course. Students will be asked to supply their own ingredients.

About the Tutor: Vera Fritschi

I trained in Switzerland for 3 years as a baker/ pastry chef and finished 4th in Switzerland in my final exams. After this I did an additional 2 years of training in confectionery and chocolaterie and finished 1st in Switzerland in my final exams. I worked for 3 years in bakeries and patisseries before coming to Ireland in 2003 and working for a further 6 years as a demonstrator for an international company in bakery/patisserie and chocolates.

Tutor: – Vera Fritschi – 10 weeks – €115.00 – 7.00 - 9.20p.m

Code 704

BASKETBALL (WOMENS GROUP)

A chance to play social basketball in a relaxed setting. Focus is on having fun as opposed to competitive basketball. All levels welcome. No previous experience required.



Ms. Deirdre Geoghegan – 12 Weeks – €50.00 – 8-9pm on Monday Nights – (Starts Mon 26th Jan.)

Code 705**BEEKEEPING FOR BEGINNERS**

A Course specifically developed for people with no previous experience. Includes an outdoor demonstration. (Fingal North Dublin Beekeepers' Association). Contact paula.butler@gmail.com for more info. Limited availability.

Tutor: Dr. John Mullan – 5 weeks – €100.00 – 7:30 – 9:20 p.m. – Course commences 10th Feb.

Code 706 COMPUTER TRAINING - BEGINNERS TO INTERMEDIATE

So, you have a Laptop/Desktop computer and/or maybe a Tablet and you don't really make good use of them. Are you always waiting for someone to show you how to do simple tasks? Someone who maybe hasn't got the time!! If you want to get the best out of your computer in a comfortable and relaxed atmosphere with plenty of time and attention, then maybe this course is for you.

- **Browsing and searching the internet efficiently**
- **Sending/Receiving email, with and without attachments**
- **Storing, sorting and sharing Photographs**
- **Booking Train tickets, Airline Tickets, Hotels, Golf Tee Times etc.**
- **Using Skype, Google Hangouts free calls**
- **Tablet: Using Apps and where to get them, Setting up wifi, Bluetooth, Security and Easy access.**

Bring your own computer or use computers on site. Free support from the tutor will be available during the course to help you with issues via email

Tutor: Mr. Gerry Moloney – 10 weeks – €100.00 – 7.30 - 9.20 p.m.

Code 707**CREATE THE LIFE YOU WANT TO LIVE**

The course will teach you how to retrain your subconscious mind and start living a happy stress free life. If we expand our thinking we can allow abundance and the law of attraction to start working in our lives.

Tutor: Ms. Phil McNally – 10 weeks – €100.00 – 7.30 - 9.20 p.m.

Code 708**CREATIVE WRITING**

Full in depth details of this course are available on the school website under Adult Education. The course will cover the creative process, writing fiction, nonfiction, poetry and will cover aspects of going public with ones work.

With our new, highly recommended tutor, this is a must course for anyone wishing to further their writing skills and develop their creative processes.

About the Tutor: A qualified PE, Geography and Guidance teacher, Evan Costigan branched into writing after teaching for a number of years. He is an award-winning poet, travel writer, and short story writer. His travel articles have appeared in broadsheet newspapers and magazines, including: The Irish Times, Sunday Business Post and Outsider magazine. A widely-published poet, he was the winner of the 2012 Francis Ledwidge International Poetry Award and was shortlisted in this year's Hennessy Literary Awards; his work has twice been nominated for the Forward Prize UK. His fiction has been published in numerous journals and was broadcast on RTÉ Radio 1's Sunday Miscellany Programme.

Tutor: Mr. Evan Costigan – 10 weeks – €90.00 – 7.30 - 9.20 p.m.



Code 709**DEVELOPMENT EDUCATION**

Portmarnock CS Development Education Programme endeavours to work with local communities in developing countries, namely South Africa and Lesoto.

Each year the school invites adults to commit to a year long educational programme that delivers services and supports in the following areas:

- **Education, ICT, Music and Dance, Art, Medical**
- **Construction Skills, Local planning and mapping. Horticulture, Sport.**

The course begins in March and runs for ten months (one evening per month). The courses are suspended at holiday time in July and August.

There is no course fee but a commitment to fundraising and potentially travelling with the Action Ireland group in Feb 2016 would be envisioned. More information available from Mr Niall Fitzgerald, Portmarnock Community School.

**Code 710 DIGITAL MARKETING & INTRODUCTION TO
SEARCH ENGINE OPTIMISATION**

This course will give you a good understanding of how to get your website to the top pages on Google and also how to use other marketing tools such as running your own Google Adwords campaigns, email marketing and social media marketing.

The Course:

- 1. Introduction to Search Engine Optimisation**
- 2. Writing meta title & description tags**
- 3. Tagging images and using anchor text**
- 4. Sitemap creation**
- 5. Intro to Social Media Marketing (Facebook & Twitter)**
- 6. Introduction to Google Adwords**
- 7. Creating your ads for the website**
- 8. Introduction to Email Marketing**
- 9. Creating an Email Campaign**

After this course you will have a good understanding on how to get traffic to your website, not just any traffic but the right traffic i.e. people who are actually searching for your products and services. You will either have your own website to work from or we will give you one to work off if necessary.

About the Tutor: Mr. Jonathan O'Malley:

Jonathan has over 6 years experience working in SEO, Digital Marketing & Web Design. He achieved qualifications in both fields in (NCI) National College of Ireland, most recently a level 6 award in Web Development and is continuing his studies in this area. Having worked for several leading media and online marketing companies Jonathan branched out and setup his own successful business 2 years ago.

Jonathan O'Malley – 10 weeks – €120.00 (includes domain name if necessary) – 7.30 - 9.20 p.m.

Code 711 THE ENNEAGRAM PERSONALITY MODEL

The Enneagram is a very simple and easy to understand personality model. The Enneagram allows us to understand each of these behaviours that make up our personality type. The Enneagram believes there are nine personality types in the world and each of these personality types have a clear pattern of thinking, feeling and behaving. The Enneagram provides a structure for understanding our core beliefs, core motivations and habits of attention.

"We don't see things as they are, we them as we are". Anais Nin

- **Manage stress and personal reactivity, Further personal development**
- **Develop spiritual qualities of life, Build fulfilling relationships**
- **Parent effectively, Resolve conflicts**

Tutor: Ms. Maria Colgan – 9 weeks – €95.00 – 7.30 - 9.20 p.m.

Code 712 FIRST AID



This course is suitable for those wishing to provide First Aid in the family, sports and the workplace. Training includes CPR, recognition of life threats, treatment of heart attacks, burns and scalds, fractures and sprains. A CFR and an Occupational First Aid Certificate is awarded to students who successfully complete the exams. Instruction is provided by a qualified and registered Paramedic and Emergency Medical technician.

Tutors: Catherine Donaghy and Liam Duke, 10 weeks €50 7:30 – 9:20 p.m.

Code 713 / 714 GOLF

This course will cover:

- **Technique for a variety of shots**
- **Club selection**
- **Introduction to the rules of golf**
- **Introduction to putting**
- **Introduction to short game (chipping, pitching, bunkers)**
- **Introduction to long game (driving, fairway woods, irons)**



Each class will be limited to 6 persons per hour as this will allow greater benefit for each individual. The last 4 weeks will take place at Portmarnock Driving Range.

Tutor: Iarlaith Keane

Code 713 – Beginners – 7:15-8:15 p.m – 10 weeks – €95

Code 714 – Improvers – 8:15-9:15 p.m – 10 weeks – €95

(Additional cost of €9 for balls at the four driving range lessons)

Code 715 INTRODUCTION TO HOLISTIC HEALTH

In this course we will explore health from a holistic perspective. We will look at

- **the connection between mind and body and how the build up of stress and the way we respond to it can effect our overall health.**
- **different ways of managing stress.**

- introducing and teaching basic techniques in massage therapy, reflexology and the use of aromatherapy oils for health and well being.
- the practise of a short meditation.
- the positive effects of healthy eating and how our diet can affect our sense of well-being.
- the positive effects of relaxation and positive thinking.

Tutor: Brenda Harding – 10 weeks – €95.00 – 7:30-9:20p.m

Code 716 IRISH LANGUAGE COURSE FOR PARENTS/ GUARDIANS OF SECOND LEVEL STUDENTS

Parents / Guardians who choose to attend the course will do so from a desire to help their children with homework and see them do well in exams. Participants are likely to have different levels of Irish, therefore the class will cater for a mixed level of abilities. The course will aim to:

- Familiarise parents/guardians with the Irish syllabus. Break down the syllabus into component parts to make it understandable.
- Give parents/guardians an understanding of likely homework assignments and of how they can help students with their work.
- Encourage and guide parents/guardians to use whatever Irish they have in the safety of the classroom so as to enhance their confidence in helping students.

Tutor: Martin Moore: – 10 weeks – €100.00 – 7:30-9:20p.m

Code 717 ITALIAN

Italian is the language of culture. It is the fifth most taught foreign language in the world and speaking Italian is an opportunity to grow your culture, progress in your profession and develop your interpersonal relationships. The objective of the course is to introduce students to the study of Italian language and culture. Students will develop the 4 skills of:

- **Speaking, Listening, Reading, Writing**

The course is based on the communicative approach and the main goal is to promote interaction through Italian. Students will learn Italian in a natural way and in a real life context.

Tutor: Federica Di Stefano – €100 – 10 weeks – 7:30-9:20 p.m.



Code 718 / 719 MINDFULNESS

This experiential introductory course will provide an opportunity for those interested in exploring mindfulness to be introduced to some of the practices, with an emphasis on the body scan (lying down meditation), mindful movement and sitting meditation. The course will also be suitable for those who have completed 8 week courses and / or have a meditation practice already. Using the practices taught during the 5 weeks we will look at how to develop and support ways of integrating mindfulness into daily life. Please bring a yoga mat and blanket to sessions. Return students welcome.

About the Tutor: Anne has trained with the Institute for Mindfulness based Approaches (IMA), Germany, and is a certified body-centered psychotherapist with the Sensorimotor Psychotherapy Institute, Colorado, with a special interest in neurobiology and stress. She has been actively practising meditation since 1981 and has a keen interest in all aspects of Wellness, especially in the area of Mindfulness, meditation and stress reduction.

Code 718 – Course A – 27th Jan.-3rd March.

Code 719 – Course B – 10th March-28th April.

Tutor: Ms. Anne Kirwan – 5 weeks – €85.00 – 7:30-9 p.m.

Code 720 INTRODUCTION TO MUSIC TECHNOLOGY & SOUND ENGINEERING

This course aims to give you the knowledge of how to

- setup, record and edit musical performances
- learn about Acoustics, Mixing Desks, Microphones & Sound
- recording Techniques, Synthesis, MIDI
- a special look at DAWs such as Logic and Pro Tools.



About the Tutor: Adrian Hughes is currently finishing his MA in Music Technology. He has an MA in Philosophy and has also significant experience teaching English as a Foreign Language.

Tutor: Adrian Hughes – 10 weeks – €100.00 – 7:30-9:20 p.m.

Code 721 / 722 PILATES FOR LIFE – FOR ALL THE STAGES IN LIFE

This class will involve challenging (non aerobic) matwork. Pilates class is for people of all age. It promises to improve core strength & flexibility without bulking up. Pilates will also strengthen & lengthen the muscles improving bad posture. It is suitable for those who don't exercise much & for those who have sore backs but no major injuries. Props can be used for an added challenging workout.

Code 721 – Beginners 7-8 p.m. • Code 722 – Improvers 8-9 p.m.

Tutor: Ms. Sinead Foley – 10 weeks – €80.00

Code 723 RELATIONSHIP SKILLS TRAINING

This knowledge based course is aimed at anyone interested in improving their relationship skills and would be of benefit to people whether they are in a relationship or not. Individuals or couples are welcome. The content will cover the topics of :

- **Attraction,**
- **Components of a Mature Adult Relationship**
- **Drama Triangle**
- **Parenting & Family**
- **From Dependence to Interdependence**

- **Conflict and Destructive Patterns in Relationships**
- **Communication**
- **Psychosexual**
- **Empty Nest**
- **10 Tips to a Successful Relationship / Seeking Support**

About the Tutor: Raymond Maloney and Natalie Stewart both hold a masters in psychotherapy with a specialism in couples and relationships.

Tutor: Ms Natalie Stewart – 10 weeks – €100 – 7:30-9:20 p.m.

Code 724

SPANISH IMPROVERS

This course will help you to improve and gain confidence with your Spanish conversation. Emphasis on practising holiday situations, listening exercises and some grammar. Ideal for those who have completed a beginners course or picked up some Spanish along the way. Emphasis on dialogue/conversation to enable you to communicate effectively.

Tutor: Ms. Rocío García – 10 weeks – €100.00 – 7:30-9:20 p.m

Code 725

WOODWORK

This course is for those who are interested in designing and making artefacts out of wood. Participants will learn all the basic woodworking skills necessary to make a number of different household items such as:



- **a spice rack**
- **a jewelry box**
- **a letter holder**
- **a bird nesting box**

Also at the end of the course participants will be given the option of designing and making an artefact themselves.

About the Tutor: Paul McCarthy is a Woodwork, Technology and Technical Drawing teacher in Portmarnock Community School.

Tutor: Paul McCarthy – 10 weeks – €150.00 including materials and equipment use – 7:30-9:20 p.m.

Code 726 / 727

HATHA YOGA

Code 726 Beginners 7:15 – 8:15 p.m. This class will be suitable for all ages.



The hatha practice is where all yoga is derived from and is a wonderful place for beginners to start. You will be guided mindfully through a variety of yoga poses, cultivating awareness of the body and the breath. Particularly suitable for those who want to increase their mobility, flexibility, upper body and core strength. There is emphasis on correct, safe alignment and classes incorporate elements of strength-building and sequences to benefit the cardio-vascular system. You will be comfortably challenged whilst listening to your body.

Tutor: Kathleen Leavey – 10 weeks – €80.00 – 7:15 – 8:15 p.m.

Code 727 Mixed Levels 8:20 - 9:20p.m

For all students wishing to work on more challenging postures and techniques. These mixed level classes challenge students on a deeper physical level, introducing more challenging postures. Developing mindfulness and inner awareness.

Benefits of Yoga

• Better posture • Better sleep • Better digestion • Increased flexibility • Increased strength • Increased energy • Stress relief • Weight loss • Muscle tone • Mental sharpness • Improved balance • Improved metabolism • Improved mood • Improved blood circulation • Encourages overall health and wellness

During the course you will be given lots of advice and tips on trying to keep a home practice going which will allow you to keep the joints loose & mobile as well as maintaining & building strong muscles

Tutor: Kathleen Leavey – 10 weeks – €80.00 – 8:20-9:20 p.m.

Code 728**ZUMBA**

Perfect For: Everybody and every body! Each Zumba class is designed to bring people together exercise.

How it works: We take the "work" out of workout, by mixing low-intensity and high intensity moves for an interval-style, calorie-burning dance fitness party. Once the Latin and World rhythms take over, you'll see why Zumba Fitness classes are often called exercise in disguise. Super effective and super fun!

Benefits: A total workout, combining all elements of fitness – cardio, muscle conditioning, balance and flexibility.

Tutor: Ms. Erika Blanco – 10 weeks – €80.00 – 7:30 p.m.

SATURDAY MORNING CLASSES**Code 729****LEARN TO BAKE LEVEL 1**

Would you like to start baking your own Scones, Soda Breads and Cakes or like to improve your bakery skills?



This course will take the scary side out of baking. The recipes are simple to follow and very tasty. In the 10 weeks you will learn how to make:

- Scones, Soda Breads, Apple Pie, Berry Crumble, Cookies, Cream Sponge, Swiss Rolls, Cheesecakes, Cup Cakes.
- Mini Pavalovas, Choux Pastries (Profiteroles and Swans), Chocolate Gateaux with homemade chocolate decorations.

This is a hands on course so everybody can practice their skills and bring home lots of delicious baked goods to impress and share with your family and friends. Students will be asked to supply their own ingredients.

Tutor: Vera Fritschi, (See Learn to Bake Level 2) 10 weeks €115.00 10a.m – 12 p.m.

Code 730**BALLROOM DANCING**

Get more comfortable on the dance floor with this up beat class by a Brazilian instructor. Featuring elements of Forro, Salsa, Samba and Merengue dance styles, this class will ignite your passion for dance and give you the confidence to get out there on that dance floor, whether it be a wedding or any other social function. Partner recommended but not essential.

Tutor: Bruno Vendrame – 10 weeks – €80.00 – Sat. 11 a.m - 12 p.m. – Starts Sat. 31st Jan.

**Code 731****BICYCLE MAINTENANCE**

Learn the basics of maintaining, servicing and carrying out work on your bicycle. Many small jobs can be done at home with relatively simple and inexpensive tools. You will learn:

- To remove your bicycle wheels to enable your bicycle to be transported
- To properly clean and lubricate your bicycle
- To change a tyre/tube and fix a puncture. Also how to reduce likelihood of future punctures
- Routine bicycle maintenance: recognising wear, tuning and adjusting gears/brakes, replacing brake pads and brake/gear cables, adjusting saddle and handlebars (optimum riding position), adjusting suspension settings
- How to true a buckled wheel and How to replace a chain. And much more!



Items Required: A bicycle in clean condition, set of allen keys, puncture repair kit and tire levers.

About the Tutor: Darren Murphy has over 10 years experience of service and repair of bicycles of all types. He also teaches Maths in Portmarnock Community School.

Tutor: Mr. Darren Murphy – 7 weeks – €80.00 – Sat. 10 a.m - 11.30 a.m. – Starts Sat. 31st Jan.

Code 732**COMPUTERS: IPAD, TABLET AND SMARTPHONE TRAINING FOR PERSONAL USE**

This course will cover iPads, Android Tablets and Smart Phone use. Designed to enable the student to make the most of their own device, this course will encourage and enlighten the student with plenty of opportunity to practice on their own device. The contents will include:

- **Common features:** Buttons, Virtual keyboard, headsets, settings, etc
- **Security:** Access security, Remote security, Wiping lost devices
- **About Apps:** Free and Paid (Searching for apps, Avoiding virus and Malware, Installing / Removing apps, Organising apps,
- **Connecting your Tablet to other devices wirelessly and wired, Syncing devices**
- **Digital media:** Photography, Music and Video (Airplay and casting to other devices)

Tutor: Mr. Gerry Moloney – 6 weeks – €80.00 – 10a.m.-12 p.m.

Code 733 JOB SEARCH: CREATING A STRONG CV AND ENHANCING YOUR INTERVIEW SKILLS

Getting a job nowadays, or even getting short-listed for interview, is not easy. But there are some actions we can take that will increase our chances of success. This course covers CV preparation and Interview Preparation. Specific topics will include:

- **The Purpose of the CV: What are employers looking for? Why are most CVs rejected while others are shortlisted for interview?**
- **Creating your own CV: Using simple layout and grammar techniques to create a strong impact and maximise your credentials and experience**
- **Making sure your CV demonstrates your full range of skills, knowledge and experience.**
- **The interview: What happens at interview? The view from the employer's side, the candidate's viewpoint.**
- **Questions interviewers almost always ask: How to anticipate and answer them confidently.**
- **Dealing with pre-interview nerves. Establishing a personal routine to enhance confidence and personal presence.**
- **Interview practice and feedback.**

Tutor: Martin Moore – 10 weeks – €100 – Saturday 10 a.m - 12 p.m. – Starts Sat. 31st Jan.

Code 734 PHOTOGRAPHY DIGITAL CAMERA / SMART PHONE



This course is designed for those who want to get the most from their digital camera or smart device. The course will cover all devices: cameras, smart phones, tablets etc.

The course will cover:

- **Taking Photos, Camera settings, Storing, Editing, Online backup of photos**
- **Creating online albums, Creating slides to music for playing on DVD player**
- **Sharing photos, Uploading to social networks Facebook, photo sharing sites etc.**

The course will be delivered in a friendly relaxed atmosphere and is suitable for the absolute beginner or improver so why not come along and take some of the mystery from that device!

Tutor: John White – 10 weeks – €100.00 – 10 a.m - 12 p.m – Starts Sat. 31st Jan.

Code 735 PRINCIPLES OF COACHING FOR HIGH PERFORMANCE

Coaching skills are essential for team leaders, supervisors, managers, company owners in the modern workplace. Companies of all sizes as well as not for profit organisations use the skill of coaching to improve and enhance the potential of staff and colleagues, improve performance and raise productivity. Coaching can also be an important skill outside of the workplace for example in sport and recreation and in voluntary/community work.



Course Content

- Introduction and Overview of the Course
- The Role of the Coach
- How Adults Learn and Implications for Coaches
- Planning and Giving a Presentation - Best Practice
- Planning and Giving a Demonstration - Best Practice
- Assessment Techniques
- Performance Observation
- Giving Feedback.

About the Tutor: Bryan has an MSc In Training and High Performance, a PhD in Sociology and over 30 years experience in training and education.

Tutor: Mr. Bryan Fields – 10 weeks – €100.00 – 10 a.m - 12 p.m – Starts Sat. 31st Jan.

Code 736 **SPANISH (INTRODUCTORY COURSE)**

This introductory course will give you a good grounding in the basics of Spanish language with an emphasis on dialogue and conversation. It will give you an understanding of Spanish pronunciation to help your self-study. We will cover things like introducing yourself, directions, travelling, food, and extended vocabulary for conversation of your interest. Suitable for beginners, or for people who wish to review the basic concepts of the language to fully understand them. The course aims to enable the visitor to Spain to communicate more effectively.

Tutor: Ms. Rocío García – 10 weeks – €100.00 – 10 a.m - 12 p.m – Starts Sat. 31st Jan.

Code 737 **INTRODUCTION TO WEB DESIGN
(WORDPRESS) & PHOTOSHOP**



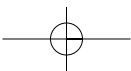
This course will give you a basic understanding of how to build a website using Wordpress. You will also learn how to edit images in Photoshop and create your own logo. This course would suit anybody with an interest in web and graphic design, possibly someone starting up their own business or looking to create a personal website.

1. Introduction to HTML and CSS
2. Image Editing in Photoshop
3. Logo Design
4. Installing Wordpress
5. Building a Website and adding your images and logo to it
6. Creating custom menus and Pages
7. Using Plugins and creating Widgets
8. Introduction to Search Engine Optimisation

After this course you will have built your own personal website, logo and edited your own images. You will be provided with a domain name that you keep and also a copy of adobe Photoshop..

About the Tutor: Mr. Jonathan O' Malley (see Digital Marketing Course for details)

Tutor: Mr. Jonathan O' Malley – 10 weeks – €120.00 – (includes Domain Name)
10 a.m.-12 p.m – Starts Sat. 31st Jan.

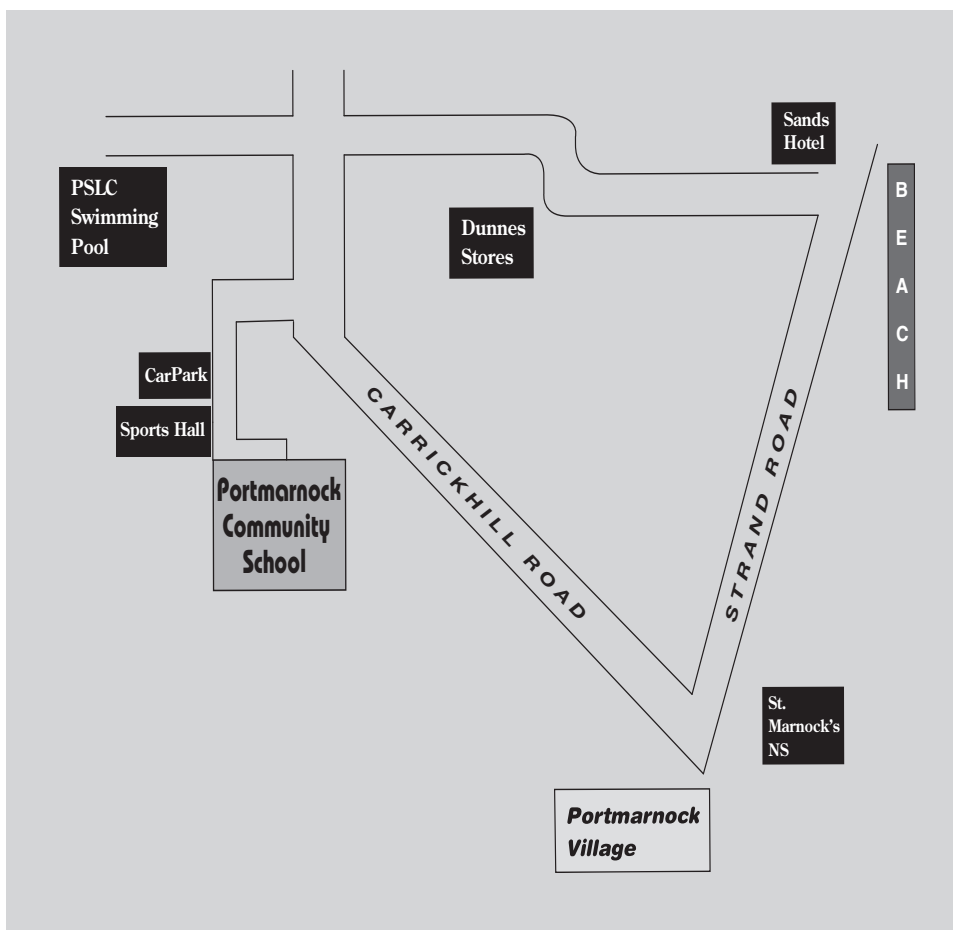


Code 738 / 739**YOGA FOR PREGNANCY**

Practising gentle yoga can be the key to a healthy and enjoyable pregnancy, while helping you to discover trust and confidence in your natural resources for labour and birth. Pregnancy yoga will help you to prepare both emotionally and physically for giving birth and new motherhood. Classes can be started ideally in the second trimester. More detailed course description available on the school website under "Adult Education".

Code 738 Course A: Sat. 31st Jan. – 28th Feb. 5 weeks €55

Code 739 Course B: 7th March – 25th April. 5 weeks €55



COURSE EVALUATION FORM

COURSE:

1. Where did you hear about our course?

Brochure ☐

Google Search ☐

School Website ☐

Other: _____

2. Did you enjoy the course? _____

3. Any particular aspects that you really enjoyed? _____

4. How would you rate your tutor:

Very good ☐

Good ☐

Average ☐

Below Average ☐

Any other comments relating to the tutor?

5. Were the facilities in the school sufficient?

6. Are there any courses not on our programme which you would be interested in?

7. Any other comments? _____

Thank you for your assistance in helping us to improve our programme.

This form can be dropped into the School office at any time, or returned to the tutor on the final night of classes.

Once off courses and talks specifically for Parents / Guardians:

- Study Skills for 1st and 2nd yr Parents / Guardians,
- Talks for Parents / Guardians of Incoming Students
- Careers Talk for 6th yr Parents / Guardians

Courses will only run with a minimum of 10 students, so why not bring along a friend or two when enrolling!

We are always looking for tutors for different courses so why not drop us an email at **adultedpcs@gmail.com** if you believe you are a suitable tutor for any type of course.