

WAYS TO ENROL

Enrolment Nights – See front page

Postal Enrolment – Complete the form and return it with the full fee (by cheque only) to St. Oliver Post Primary, Oldcastle, Co. Meath

Online Enrolment – Go directly to the school website www.stoliverpps.ie and follow the links for adult education alternatively visit www.meathnightclasses.ie

ENROLMENT CONDITIONS

- No enrolment without fees
- Postal application and full fee accepted one week prior to course commencing
- Classes begin Thursday 21/09/2017 & 18/01/2018 unless otherwise stated.
- Class fees are based on minimum enrolment numbers
- Allocation will be on first paid basis
- Fees are non-refundable once class commences
- Where class materials are required, students will carry the costs
- Where classes do not run due to insufficient numbers, fees will be refunded in full.
- Refunds will be made by cheque unless enrolment is completed online through a credit/debit card.
- All applicants must be over 16 years to enrol
- Classes will not be held during school midterm breaks: 2nd November and 15th February.
- While every effort has been made to ensure that the information in this brochure is accurate at the time of printing, the ETB reserves the right to make alteration without notice prior to enrolment.
- Every effort has also been made to ensure that LMETB equipment is functioning properly. In the event of unexpected breakdowns, no responsibility can be accepted by Louth & Meath ETB.
- Additional course details available online.
- Courses run in both terms unless otherwise stated in description.

ENROLMENT FORM

Name _____

Tel: _____

Email: _____

Course: _____

Payment Enclosed (in full only) € _____

I have read and accepted the enrolment conditions

(Sign here) _____

Cheques payable to "Oldcastle Adult Education"



lmetb
Bord Oideachais agus
Oiliúna Li agus na Mí
Louth and Meath Education
and Training Board



ST. OLIVER POST PRIMARY

OLDCASTLE, CO. MEATH

Adult Education Evening Classes Autumn 2017 & Spring 2018

ENROLMENT & COMMENCEMENT

Classes held on Thursday evenings

Autumn Term

Enrolment Evening 14th September 6:00 – 7:30pm

Classes Commence from the 21st September

Spring Term

Enrolment Evening 11th January 6:00 – 7:30pm

Classes Commence from the 18th January

Course details, updates & online enrolment

www.meathnightclasses.ie or www.stoliverpps.ie

Contact Details:

Principal: Mr Brendan Corcoran

Adult Education Director: Ms Teresa Murtagh

Tel: 049 – 8541180 Email: tmurtagh.sto@lmetb.ie

LMETB: Sadie Ward McDermott

Tel: 042 – 9334047 Email: SMcDermott@lmetb.ie

Computers & Business

Introduction to Microsoft Office

Olivia Clinton

This course is aimed at those who have already completed Computers for Beginners or have basic computer skills and wish to learn more about the programmes commonly used in office environments today. Learn the next level in Microsoft Word, Excel, PowerPoint, File Management and Internet & Email.

7:00 - 9:00pm 8 weeks €100

Manual Bookkeeping & Payroll

Laura Kiernan

Learn the basics of bookkeeping and payroll. Learn how to use Excel to keep simple accounts of income and expenditure. Learn how to do manual payroll including monthly and annual returns to Revenue.

7:00 - 9:00pm 8 weeks €100

Health & Fitness

Yoga

Catherine Sheridan

Combat stress by practicing breathing techniques, gentle stretches and the relaxation of yoga. Increase your sense of wellbeing, health and flexibility.

7:30 - 9:00pm 8 weeks €90

Diet & Nutrition

Mary Fox

An introduction to Diet and Nutrition and will include: an overview of the digestive system, the balanced diet, macro and micro nutrients, the importance of fibre and adequate water intake, preservatives and additives in processed foods and healthy methods of cooking

7:00 - 8:00pm 6 weeks €60

Dance Fitness



Nicole Maguire

Dance for fun, fitness and well-being; a good dance workout to some great music! Bringing performance and fitness to new heights, this energizing class is perfect for adults looking to build stamina and learn basic dance movements. Dancing is great for losing weight, maintaining strong bones, improving posture and muscle strength, increasing balance and co-ordination, and beating stress.

Beginning January 18th 2018 7:00 - 8:00pm 6 weeks €75

Leaving Certificate

Ordinary Level Maths

Stephen Sheridan

Practice from past exam paper questions and get prepared for the June exams (10 classes) Day TBC 3:45-4:45pm €90

Higher Level Maths

Henry Kirwan

Practice from past exam paper questions and get prepared for the June exams (10 classes) Day TBC 3:45-4:45pm €90

Skills

Guitar Beginners & Improvers

Pete Rudden

Learn basic chords, strumming techniques and finger style to the songs you love. Participants bring their own guitar.

7:00 - 8:00pm 6 weeks €60

Car Maintenance & Servicing

Jason Malone

The course is an Introduction to all the main components and systems of the car, safety practices and advice on the service and repair that can be carried out at home.

7:00 - 9:00pm 8 weeks €100

Beginners Spanish



Gerardo León Moguer

This course is aimed at those who have absolutely no Spanish and would like to learn basic conversational skills to assist them on holidays.

7:00 - 8:30pm 8 weeks €90

Beginners Irish Sign Language



Nicole Maguire

The course will help you build basic expressive and receptive skills in Irish Sign Language and to understand the cultural values, beliefs, and behavioural norms of the Deaf community. Learn basic signs and vocabulary, the ISL alphabet, numbers, useful phrases and conversations, in a fun stress-free environment where your hands do all the talking!

Beginning 8th March 2018 7:30 - 8:45pm 8 weeks €80

Set Dancing



Laura Murphy

Learn traditional Irish heritage in a fun and enjoyable way, while meeting new people and get fit at the same time. All levels catered for.

7:30 - 8:30pm 8 weeks €75

Arts & Crafts

Introduction to Knitting

Davina Lynch

Learn basic knitting techniques like casting on/off, plain/purl, finishing techniques, how to read patterns and lots more with this introduction to knitting course. Cost of materials is covered by participants.

Begins 9th November 2016 7:00 - 8:30pm 4 weeks €50

Millinery Fascinators

Davina Lynch

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During this course you will learn how to make fascinators using traditional millinery techniques and create wonderful trimmings such as bows, petals, flowers in different materials as well as feather curling and cutting. You will complete at least 2 fascinators and learn techniques to create many more. Cost of materials is covered by participants.

Beginners & Intermediate levels welcome.

Begins 18th January 2018 7:00 - 9:00pm 7 weeks €90