# Business and Hobby

## Course Prospectus 2012

FÁS · Foras Áiseanna Saothair · Training & Employment Authority

OFTEC

City & Guilds

FETAC · Further Education and Training Awards Council · Comhairle na nDámhachtainí Breisoideachais agus Oiliúna

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# Business Development System / Customer Service

**Course Aims:**

The aim of this course is to provide trades people with the skills and knowledge to run and market their business more effectively utilising the many facilities at their fingertips to market and promote their business inexpensively.

**Candidates who successfully complete this course will:**

- Understand how to identify different customers types
- Understand how to identify the exact needs of customers and how to address them
- Understand the role and responsibilities of the frontline representative of an organisation and the skills required
- Understand the team work necessary to meet customer needs and expectations
- Develop a customer oriented quality service consistent needs and expectations
- Gain an understanding of the impact of legislation on the business environment
- Understand the 'Sales of Goods Act'
- Develop a customer orientated quality service consistent with best practice and standards
- Utilise Business Development software that will make running your business more steamlined*

**Business Software Package**

**This unique software can**

- Keep detailed records of customers and their installed equipment
- Allow scheduling of service calls with diary facilities and next service due reminders
- Keep a complete history of all dealings with customers including service history
- Provide for proactive marketing of services and equipment replacement
- Provide for more productive scheduling of on-site calls
- Integrate email with Microsoft Outlook and accounting requirements with SAGE 50

**Duration:** 5 Days (ideal for a 2 person team)                **Cost:** €950 (ideal for a 2 person team)

**Please Note:**
*Courses require a minimum of 10 participants to proceed*

METAC TRAINING

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# Computers for Beginners FETAC Level 3

**Candidates who successfully complete this module will:**

- Understand the essential elements of computer hardware and software
- Operate common computer applications
- Demonstrate good work habits in the use and care of the computers and related equipment

**The Specific Learning Outcomes are grouped as four units:**

- Computer operation and use
- Introduction to word processing
- Introduction to Internet
- Introduction to email

**Duration**: 2 hour class X 10                **Cost**: €130

# Information & Technology Skills FETAC Level 4

**Candidates who successfully complete this module will:**

- Understand the terminology associated with computer hardware and software
- Acquire the essential skills to operate a computer
- Develop the skills required to enter and manipulate text using a word processing package
- Acquire the skills needed to use the Internet

**Specific Learning Outcomes are grouped as five units:**

- Introduction to Information Technology
- Introduction to Data Entry/Keyboard
- Introduction to Word Processing
- Introduction to the Internet
- Introduction to File Management

**Duration**: 2 hour class X 10                **Cost**: €160(& €40 certification cost)

# Computer Applications FETAC Level 4

**Candidates who successfully complete this module will:**

- Develop the skills to create and query a database
- Develop the skills to enter and manipulate data from a spreadsheet package
- Develop the skills to produce and manipulate images using a drawing package
- Develop good work habits in the use and care of the computer and equipment

**Specific Learning Outcomes are grouped as three units:**

- Introduction to Databases
- Introduction to Spreadsheets
- Introduction to Graphics

**Duration**: 2 hour class X 10                **Cost**: €160(& €40 certification cost)

# Internet FETAC level 5

**Candidates who successfully complete this module will:**

- Understand the general facilities provided by the internet
- Develop the technical competence to use the internet to compose, send, receive and store electronic mail
- Develop the technical competence to access information stored on the internet
- Be familiar with the issues relating to security and confidentiality while using the internet
- Understand the use made of the internet in various environments
- Develop the skills necessary to author page for the World Wide Web

**The Specific learning outcomes are grouped into 6 units:**

- History and structure of the Internet
- Internet connection
- Word Wide Web and search engines
- Security and confidentiality
- Electronic mail
- Introduction to Web publishing

**Duration:** 3 hour class X 13          **Cost**: €280(& €40 certification cost)

# Word Processing FETAC Level 5

**Candidates who successfully complete this module will:**

- Acquire a thorough working knowledge of a word processing package
- Be familiar with an operating system
- Develop the skills of personal initiative and resourcefulness
- Develop good work practices in relation to the use of the computer, printer and materials
- Acquire the skills necessary to produce attractive documents to mailable standard

**The Specific learning Outcomes are grouped into 5 units:**

- Application Management
- Text Processing
- Tabs and Tables
- Mail Merge and labels
- Word processing features

**Duration:** 3 hour class X 13          **Cost:** €280(& €40 certification cost)

# Web Authoring FETAC Level 5

**Candidates who successfully complete this module will:**

- Be familiar with Hypertext Markup Language (HTML) and the use of HTML editors
- Be familiar with cascading Style Sheets (CSS) and the use of CSS editors
- Design, construct and maintain webpages and a website.
- Acquire the necessary skills and knowledge of design principles for supporting the building, testing and refining of webpages and sites.

**The specific learning outcomes are grouped into 4 units:**

- HTML
- CSS
- Using HTML and CSS editors
- Designing and constructing a website

**Duration:** 2 ½ hour class X 10
**Cost:** €200(& €40 certification cost)

# Business Management FETAC Level 6

**Candidates who successfully complete this module will:**

- Appreciate the role and importance of the management function
- Understand how organisations need to adapt to a dynamic and changing environment
- Develop their knowledge and understanding of the management process
- Develop effective management skills
- Appreciate the importance of effective communication within organisations

**The specific learning outcomes are grouped into 6 units:**

- The Internal Organisation
- The External Environment
- The Management Process
- Human Behaviour
- Human Resource Management
- Management Skills

**Duration**: TBA          **Cost:** TBA

# Accounting Technicians Ireland Year 1 & 2

**Objectives:**
This course will give participants the skills and knowledge to work in a wide variety of finance roles for many types of organisations, including manufacturing companies, local and central government, the health service, banks and insurance companies and private accountancy firms. Self- employment is also a possibility for qualified technicians.

**Content:**
Our course has two distinct years to cover – First year and Second year. First year gives you a foundation knowledge of business and accounting, while Second year allows you to build a deeper understanding of more advanced accounting issues. There is also a practical focus on the IT systems that are commonly used in accounting.

**By the time you have passed your exams, you will have learned to:**
- Prepare financial statements
- Prepare financial reports and other management information
- Compute tax liabilities for companies and individuals
- Set up and manage credit control procedures
- Use computers effectively in an accounts related environment
- Understand the relevance of marketing, IT, Finance, LAW and HR to the accounting function
- Set up and manage payroll and TAS/Sage packages

**Duration:** 2 nights per week X 33 Weeks

**Cost:** €1,300per year  **Certification:** IATI

**For more details visit www.accountingtechniciansireland.ie**

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# Payroll Manual & Computerised FETAC Level 5

**Candidates who successfully complete this module will:**

- Acquire the knowledge and skills necessary to use both manual and computerised payroll systems
- Understand the essential and appropriate terminology associated with personal taxation
- Appreciate the importance of accuracy and security in preparing and maintaining payroll records
- Acquire the knowledge and understanding of how the cumulative, emergency and temporary tax systems operate

**The Specific Learning Outcomes:**

- Manual Payroll
- Computer Principles
- Computer Payroll

**Duration**:  2 hour class X 18          **Cost**: €390(& €40 certification cost)

# Bookkeeping Manual & Computerised FETAC Level 5

**Candidates who successfully complete this module will:**

- Acquire an understanding of basic bookkeeping concepts and terminology
- Acquire the knowledge and skills to record transactions in a manual accounts system and draw up a trial balance
- Understand the main components of a computer system, and acquire the skills to carry out various housekeeping tasks
- Appreciate the advantages of computerised accounts, and be aware of the various accounts packages available
- Appreciate the importance of data accuracy and confidentiality in financial transactions
- Appreciate the importance of regular back – up of data in a computerised accounts system

**The Specific Learning Outcomes:**

- Bookkeeping Principles
- Computer Principles
- Set – up and input of Transaction Data
- Computer Reports and Analysis

**Duration**:  2 hour class X 18          **Cost**: €390(& €40 certification cost)

# Health & Safety at Work FETAC level 5

**Course aims:**

**Candidates who successfully complete this module will:**

- Understand the concepts of safety & health
- Recognise the factors that influence health, safety and welfare
- Apply the principles and procedures of health and safety to the workplace
- Understand the importance of hazard identification and risk assessment
- Promote safe working practices and procedures
- Be familiar with core legislation in the area of safety, health and welfare

**Duration:** 3 hour class X 9                    **Cost:** €195(& €40 certification cost)

# Special Needs Assistant
# FETAC Level 5

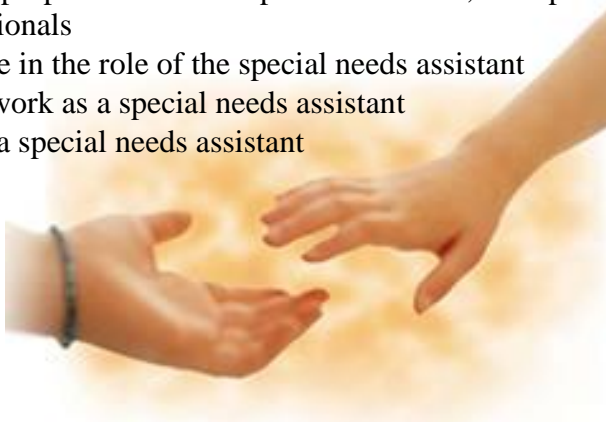**Candidates who successfully complete this module will:**

- Be familiar with ways of relating to children with special needs
- Be capable of creating and maintaining appropriate relationships with children, their parents, their primary carers, teachers and other professionals
- Acquire knowledge, skills and competence in the role of the special needs assistant
- Reflect on their abilities and aptitudes to work as a special needs assistant
- Demonstrate good practice in working as a special needs assistant

**The specific Learning Outcomes**

- ➢ Good Practice
- ➢ Relating to children with Special Needs
- ➢ Relating to other Stakeholders
- ➢ Special Needs Assisting Skills

**Duration**: 2 hours class X 10 **OR** 6 full days

**Course Cost**: €395(& €40 certification cost)

# Caring for Children FETAC Level 5

**Candidates who successfully complete this module will:**

- Understand the responsibilities involved in caring for children
- Care for the physical needs of children from 0 – 6years
- Promote good practice in caring for children
- Maintain an environment for children that is healthy, hygienic and safe

**The specific Learning Outcomes**

- ➢ Safety
- ➢ Health
- ➢ Feeding Babies and Children
- ➢ Nappy – Changing and Toileting

**Duration**: 3 hours class X 12 **OR** 6 full days

**Course Cost**: €395(& €40 certification cost)

# Special Needs Assistance FETAC Level 6

**Candidates who successfully complete this module will:**

- Be familiar with both local and international legislative changes specific to the educational system for the special needs child
- Acquire an understanding of computer technologies available for the special needs child and recognise their specific benefits
- Demonstrate an understanding of the curriculum and it's implications for the child with special needs
- Recognise the importance of observational skills when working with children within the educational system
- Develop an in – depth understanding into the importance of both personal and professional development when working in the area of special needs

**The Specific Learning Outcomes:**

- Educational Provision for the Special Needs Child
- Specific Curriculum Issues and the Special Needs Child
- Observational Skills
- Personal and Professional Development

**Preferred Entry Level**: Candidates wishing to complete this module should have successfully completed the locally devised FETAC Level 5 module entitled "Special Needs Assistant Training"

**Duration**:  2 hour class, 2 evenings per week x 16 classes  **Cost**: €690(& €40 certification cost)

# Animal Anatomy & Physiology FETAC Level 5

**Candidates who successfully complete this module will:**

- Know the structure and function of the animal body
- Develop an understanding of how the animal body functions as an entity
- Be aware of common disorders of the animal systems
- Understand the main differences in the anatomy and physiology of different species

**The specific Learning Outcomes:**

- Introduction to Anatomy & Physiology
- Skeletal and Muscular Systems
- Circulatory System
- Animal Respiratory System
- Digestive System
- Urinary System
- Reproductive System
- Skin System
- Animal Nervous and Endocrine systems

**Duration**:  2 hour class X 10       **Cost**: €280(& €40 certification cost)


# Introduction to Nursing Studies FETAC Level 5

**Candidates who successfully complete this module will:**

- Outline the history and development of nursing
- Acquire knowledge of the structure and function of the health care service in Republic of Ireland
- Know the various disciplines and specialities within nursing
- Understand the nursing process
- 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
- Avoid occupational hazards
- Become familiar with common nursing/ medical terminology
- Perform a range of basic skills
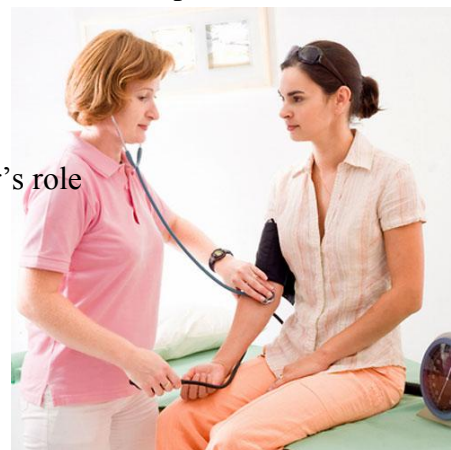
**Duration**:  2 hour class X 12                          **Cost**: €395(& €40 certification cost)

# Floristry Theory & Practice FETAC Level 5

**Candidates who successfully complete this module will:**

- Appreciate the opportunities offered in commercial floristry as a career
- Develop good floristry skills
- Acquire the appropriate theoretical and practical knowledge
- Develop good floristry work practices
- Understand creative principles

**The Specific Learning Outcomes:**

- Flower Conditioning and handling
- Assembly, Presentation and Wrapping
- Flower Arrangements with Medium
- Funeral Tributes
- Wedding Flowers



**Duration**: 3 hour class X 22 (2 evenings per week)    **Cost**: €770 (Plus material costs €450 approx & Certification cost of €40)

# Electrical Course / Electrical Safety

**Course Modules**

- Introduction to Heating Controls
- Electrical Safety Requirements.
- The Statutory Regulations for Domestic Heating Systems
- Types of Heating Systems
- Suitability of Existing Domestic Systems for New Controls
- Heating System Controls (Valves/Thermostats)
- Heating System Design
- Electrical Fundamentals, Voltage, Current Resistance, Power
- Space Heating and Domestic Hot Water Zone Control
- Time & Temperature Control of Electric Immersion Heaters
- Zoning
- Boiler Management System
- Product Standards - Wireless Controls
- Installation Standards
- Calculate Benefits and Possible Savings
- SEAI - HES Scheme - Code of Conduct
- Practical Workshop

- *Practical Training Workshops on Product Identification, Product Types, Product Maintenance, System Applications, Appropriate Tools & Instruments*

**Duration:** 2 hour class X 10          **Cost**: €450
**Certification:** Blueflame Certification (Minor)

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# The Following Hobby courses are also available

- *Digital Photography - Beginners and Advanced Class*
  Course Duration: 8 weeks, 1 evening per week X 2 hour class     Cost: €95

- *Digital Media – Beginners\*\*NEW\*\**
  Course Duration: 8 weeks, 1 evening per week X 2 hour class     Cost:€95

- *Bridge Lessons*
  Course Duration: 10 weeks, 1 evening per week X 2 hour class     Cost:€100

- *Hip Hop Dancing*
  Course Duration: 8 weeks, 1 evening per week X 1 ½ hour class     Cost: €95

- *ZUMBA Fitness Class \*\*NEW\*\**
  Course Duration: 8 weeks, 1 evening per week X 1 ½ hour class     Cost: €95

- *Hairdressing Up styles*
  Course Duration: 6 weeks, 1 evening per week X 2 hour class     Cost: €95

- *Colour me Beautiful*
  Course Duration: 6 weeks, 1 evening per week X 2 hour class     Cost:€100

- *Patchwork – Quilt Making*
  Course Duration: 8 weeks, 1 evening per week X 2 hour class     Cost: €80

- *Dressmaking / Sewing & Textiles\*\*NEW\*\**
  Course Duration: 8 weeks, 1 evening per week X 2 hour class     Cost:€100

- *Web Design*
  Course Duration: 8 weeks, 1 evening per week X 2 hour class     Cost:€100

- *Internet & Email*
  Course Duration: 6 weeks, 1 evening per week X 2 hour class     Cost: €75

- *Internet Security / Parental Controls*
  Course Duration: 5 weeks, 1 evening per week X 2 hour class     Cost: €75

- *Conversational Irish*
  Course Duration: 8 weeks, 1 evening per week X 2 hour class     Cost: €95

- ***Conversational French***
  Course Duration: 8 weeks, 1 evening per week X 2 hour class     Cost: €95

- ***Art Class***
  Course Duration: 8 weeks, 1 evening per week X 2 hour class     Cost: €95

- ***Creative Writing***
  Course Duration: 8 weeks, 1 evening per week X 2 hour class     Cost: €95

- ***Guitar Lessons***
  Course Duration: 8 weeks, 1 evening per week X 2 hour class     Cost: €95

- ***Flower Arranging***
  Course Duration: 8 weeks, 1 evening per week X 2 hour class     Cost: €95

- ***Gardening Course*** ***\*\*NEW\*\****
  Course Duration: 8 weeks, 1 evening per week X 2 hour class     Cost: €95

- ***Arc Welding***
  Course Duration: 8 weeks, 1 evening per week X 2 hour class     Cost:€255

- ***Basic Electrical Course***
  Course Duration: 4 weeks, 1 evening per week X 2 hour class     Cost:€100

- ***Basic Plumbing Course***
  Course Duration: 4 weeks, 1 evening per week X 2 hour class     Cost:€100

- ***Oil Burner Servicing (Basic)***
  Course Duration: 4 weeks, 1 evening per week X 2 hour class     Cost:€150

- ***DIY Home Improvement***
  Course Duration: 6 weeks, 1 evening per week X 2 hour class     Cost:€150

- ***Energy Conservation New Build & Renovate***
  Course Duration: 4 weeks, 1 evening per week X 2 hour class     Cost:€100

# Why train with METAC Training?

- **Quality, practical and hands on training and assessment by experts in their field**
- **Use of top of the range training equipment and facilities**
- **Choice of a wide range of courses providing national qualifications**
- **Convenient location in the heart of Ireland just off the M7**
- **Value for money training**

## Here's just a little of what some previous candidates have said about us…

*"Very enjoyable; nice atmosphere in the group."* P.C. (Digital Photography)

*"Looking forward to the next course!"* M.D. (Computer Literacy)

*"There's a lovely atmosphere in METAC. The staff are friendly and helpful and the facilities are good."* A.R. (Guitar for Beginners)

*"Notes were very understandable and lectures were clear and fun. I feel I will be able to work as a Special Needs Assistant"* C.H. (Special Needs Assistant Level 5 & 6)

### Call us to book your place
# NOW Enrolling for September 2012



**METAC TRAINING**
*skills for work, life and play*

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Mountrath,
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http://www.metac.ie
Email:info@metac.ie

# Candidate Application Form

|  |  |  |  |  |
|---|---|---|---|---|
| **Course Title:** |  |  |  |  |
| **Please Tick (√)** | Morning |  | Evening |  |
| **Name:** |  |  |  |  |
| **Address:** |  |  |  |  |
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| **Telephone No.:** |  |  |  |  |
| **Mobile No.:** |  |  |  |  |
| **Date of Birth** | / | / |  |  |
| **PPS No. (for certified courses only)** |  |  |  |  |
| **E-mail address:** | @ |  |  |  |
| **Next of Kin, Name:** | (If we cannot get in contact with you we will contact this person) |  |  |  |
| **Next of Kin, Phone:** |  |  |  |  |
| **Course of interest to you which is <u>not</u> listed:** |  |  |  |  |

Should you require any further information on any of our courses please contact:
**Paula / Emma**

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