



Mayo Education Centre
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ATTENTION – SNA's AND SCHOOL SECRETARIES



ICT TRAINING OPPORTUNITY

Are you a secretary or SNA currently employed in a primary school setting? Would you appreciate the opportunity to upskill and assist with your school's (or class) website maintenance? Could your school release you for two hours each Tuesday for four weeks? Perhaps, this could be the opportunity for you.



Mayo Education Centre would like to invite SNAs and School Secretaries with an interest in website maintenance to attend four website maintenance training workshops which will be held in the MEC Computer Room on four Tuesday mornings (11 to 1 pm).



WHAT ICT PROGRAMS ARE INVOLVED?

The workshops will primarily concentrate on editing of websites created with Wix (but blogs or WebX5 websites can also be catered for). Photos taken in the school need to be downloaded, edited, resized and named. Image editing involving Paint Shop Pro and batch editing with Light Image Resizer will be addressed as part of the Workshops.

WHAT IS THE COST?

The training will cost €50 in total for the four workshops, (payable when booking). Tea, coffee and scones will be available on arrival at the Centre.

Dates: Tuesday's: 7th, 14th & 28th February & 7th March 2017
Time: 11am to 1pm each day.
Facilitator: Adrian Keena

To Book a place on the above course, log onto Mayo Education Centre's website at www.MayoEducationCentre.ie

Places will be allocated on a first come, first served basis.