



DUNBOYNE  
COLLEGE  
OF FURTHER EDUCATION

# Adult Education Night Classes

## Autumn 2018



### Enrolment Night at College

Tuesday 11th September 2018 6.00 - 8.00pm

### Day-Time Enrolment

College Reception: Monday – Friday 9.00am - 4.00pm

### Courses Begin

Tuesday 18th September 2018

### Enrol Online @

[www.dunboynecollege.ie](http://www.dunboynecollege.ie) | [www.meathnightclasses.ie](http://www.meathnightclasses.ie)

### Contact

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# HOBBY COURSES

## Guitar for Beginners

This course is suitable for all ages. It involves learning how to tune a guitar and play basic chords with strumming and plucking styles. Students will gain the skills necessary to play in a variety of styles and will be able to confidently perform some of their favourite songs. Students will need to bring their own guitar. The class tutor, Karl McCrone, is a graduate from the British and Irish Institute of Modern Music and a full-time professional musician.

**Tuesdays 7.00 – 8.30 | Duration: 9 Weeks | Fee: €80 | Starts: 18th Sept 2018**

## Guitar for Improvers

This course is suitable for those who have practiced the guitar before. Students will gain the skills necessary to play in a variety of styles and will be able to confidently perform some of their favourite songs. Students will need to bring their own guitar. The class tutor, Karl McCrone, is a graduate from the British and Irish Institute of Modern Music and a full-time professional musician.

**Tuesdays 8.30 – 9.30 | Duration: 9 Weeks | Fee: €80 | Starts: 18th Sept 2018**

## Ukulele for Beginners

The Ukulele is the perfect instrument to pick up basic musical techniques, skills and knowledge all the while enjoying it and learning a new instrument from scratch. This course will introduce you to your instrument, teach you about tuning your ukulele, chords and progressions, strumming patterns, songs, performance and much more.

**Tuesdays 7.00 – 8.00 | Duration: 8 Weeks | Fee: €80 | Starts: 18th Sept 2018**

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## Photography

This course introduces students to the basic functions of their digital camera. Aspects such as exposure, depth of field, lens and digital capture are comprehensively explained. The class introduces you to the do's and don'ts of composition. You will learn to use available light to help get the most from your portraits and still lifes. Key subjects such as landscape, night photography and flash will be explored. Equipment: You can do this course with either a manual SLR digital camera or an auto digital camera. The class instructor, Declan Hancock, is an associate of the Irish Photographic Federation.

**Tuesdays 7.00 – 9.00 | Duration: 8 Weeks | Fee: €85 | Starts: 18th Sept 2018**

## **Sewing for Beginners**

Learn how to use your sewing machine properly. With this you can alter your own clothes, lay out, cut and read a pattern. Also learn how to take proper body measurements and be guided on the style of clothes that suits your individual shape and size. The tutor is a professional tailor with 35 years' experience.

**Tuesdays 7.30 – 9.30 | Duration: 7 Weeks | Fee: €75 | Starts: 18th Sept 2018**

## **Flower Arranging**

Learn techniques and artistic ways to make a variety of floral designs for your home. Use materials from the garden. All levels welcome. €20 covers floral foam, tape and other sundries. Own flowers must be provided.

**Tuesdays 7.30 – 9.30 | Duration: 6 Weeks | Fee: €60+ €20 | Starts: 25th Sept 2018**

## **Drawing & Painting**

For all levels. Explore your creativity, learn new skills and develop existing artistic skills. Students can either work with the tutor on specific projects, e.g. painting and drawing techniques, landscapes, townscape, still life, portrait, animals, abstract, mixed media etc. or choose to work individually with tutor guidance. Drawing: A range of materials will be used: pencils, charcoal, chalk pastels, watercolour pencils. Painting: Select from water-based paints, watercolours, gouache and acrylics. Creative Crafts available for those interested, e.g. printing, batik, glass decoration and painting, mosaics etc. Relax and learn with a supportive group of local people. Classes given by an experienced art teacher and artist.

**Thursdays 7.30 – 9.30 | Duration: 8 Weeks | Fee: €85 | Starts: 27th Sept 2018**

## **Portrait Drawing**

This 7-week course focuses primarily on portrait drawing. Explore your inner artist by learning how to draw a portrait, learn new skills or enhance your existing talent. Students will learn how to draw with a mix of charcoal and graphite pencils and will learn about proportions and shading. Learn in a friendly atmosphere with artist, Brendan, who has over 20 years' experience.

**Tuesdays 7.30 – 9.30 | Duration: 7 Weeks | Fee: €75 | Starts: 18th Sept 2018**

## **Barbering**

Barbering is a highly transferable skill that is in high demand. This course comprehensively covers all you need to know about working in a professional barber shop including creative and classic cutting techniques, clipper work, fading and blending, styling and finishing, current trends and media influences, client consultation, product knowledge, and working on live models. Each student must provide their own tools (clippers). Own model required.

**Tuesdays 7.00 – 9.00 | Duration: 8 Weeks | Fee: €200 | Starts: 18th Sept 2018**

## **An Introduction to Management within the Food and Beverage Industry**

This 6-week course will cover areas such as front-of-house service, stock control, costing, human resource management and the impact social media has on this industry

**Tuesdays 7.00 – 9.30 | Duration: 6 Weeks | Fee: €85 | Starts: 18th Sept 2018**

## **An Introduction to Makeup**

This 6-week interactive course would be ideal for anyone wanting to learn makeup for themselves. It would also suit anyone that was thinking of starting a career as a MUA. Subjects will include skincare, primers, colour correction, foundation, various eye looks, brush use and care and hygiene. The class tutor Moya Hannigan has extensive experience as a Makeup Artist and will guide you through each stage of your makeup application. Bring along your own makeup and brushes.

**Tuesdays 7.00 – 9.00 | Duration: 6 Weeks | Fee: €95 | Starts: 18th Sept 2018**

# **FITNESS & HEALTH**

## **Body Conditioning and Relaxation Therapy**

This toning, circuit class focuses primarily on toning the lower part of the body, in particular, the stomach, bottom, hips and thighs. We will also focus on upper body exercises for the chest, back, shoulders and arms. This class will improve flexibility, cardiovascular endurance, muscular strength, it will tone and result in 'inch loss'. Get that firmer, fitter body in no time!! A short-guided relaxation session is included at the end of the class to help you relax, manage stress, focus, and improve physical and mental health. Bring along a mat, water and towel. The class instructor, Olivia Creegan Smyth, is a health, fitness and life coach working in this area for over 25 years.

**Tuesdays 6.45 – 7.45 | Duration: 10 Weeks | Fee: €80 | Starts: 18th Sept 2018**

## **Yoga for Beginners**

Suitable for beginners or as a refresher. Our instructor will take you through techniques in breathing and stretching as part of a slow-paced class. It is designed to help improve your postural alignment, coordination, strength and flexibility while bringing balance to the body, mind and spirit. Please bring a mat, towel and water. Qualified and experienced instruction provided by Fiona.

**Tuesdays 7.00 – 8.00 | Duration: 8 Weeks | Fee: €80 | Starts: 25th Sept 2018**

## **Yoga for Improvers**

Suitable for those who have practiced yoga before. Our instructor will take you through a variety of breathing and stretching exercises to help improve postural alignment and coordination while building strength, endurance and flexibility. These classes are also aimed at bringing balance to the body, mind and spirit. Bring a mat, towel and water. Qualified and experienced instruction provided by Fiona.

**Tuesdays 8.15 – 9.15 | Duration: 8 Weeks | Fee: €80 | Starts: 25th Sept 2018**

## HIIT Workout (High Intensity Interval Training)

Described as the best classes to burn fat and lose inches, HIIT workouts are designed to increase your metabolism, burn fat and sculpt the body using bodyweight movements. The class will alternate between short high intensity exercises to increase the heart rate for cardiovascular benefits and optimum fat burn and low intensity exercises which will work on muscle sculpting. The intensity of these classes allows you to continue burning fat even after your workout! Classes are aimed at anyone who is ready to sweat! Each class will incorporate a gentle cool down and stretch at the end. Please bring mat, towel and water.

**Tuesdays 8.15 – 9.00 | Duration: 8 Weeks | Fee: €80 | Starts: 25th Sept 2018**

## Boxercise

Boxercise is an exercise class based on the training concepts boxers use to keep fit. Classes can take a variety of formats but a typical one may involve shadow-boxing, skipping, hitting pads, kicking punch bags, press-ups, shuttle-runs and sit-ups. Most boxercise classes are aimed at men and women of all ages and fitness standards. As no class involves the physical hitting of an opponent, it is a fun, challenging and safe workout. On completion of this course, you will qualify to attend the Advanced Kickboxercise course.

**Tuesdays 8.00 – 9.00 | Duration: 10 Weeks | Fee: €90 | Starts: 18th Sept 2018**

## Mindfulness

Develop better ways of dealing with the stress and anxiety associated with living in today's world. Integrate this simple practice into your lifestyle and experience the benefits of being open to what you are experiencing with compassion and without judgement.

**Tuesdays 8.00 – 9.30 | Duration: 8 Weeks | Fee: €85 | Starts: 18th Sept 2018**

## An Introduction to Aromatherapy

Using essential oils safely as part of your own and your family's wellbeing regime has numerous benefits. Essential oils can treat, alleviate and prevent the symptoms of many physical, mental and emotional ailments. Over the six weeks the students will learn: a brief history and the correct methods of using essential oils, how essential oils work, the advantages of using them and how to use the oils to help with common ailments such as colds, sinuses, headaches, and how they help with sleep, stress and focus.

**Tuesdays 7.30 – 9.30 | Duration: 6 Weeks | Fee: €75 | Starts: 18th Sept 2018**

## The Art of Relaxation

This is a stress free gentle course in learning how to truly relax. Roisin will introduce you to Mindfulness, Meditation, Visualisation and the healing power of Sound. Over the weeks you will explore and then begin to integrate these various techniques into your everyday life. As a result of deeply relaxing, and becoming more centred, you will feel your energy levels rise and become more vibrant. Roisin is a Kinesiologist, Reiki Master and Sound Healer and she combines all therapies to help her clients.

**Tuesdays 6.45 – 7.45 | Duration: 10 Weeks | Fee: €85 | Starts: 18th Sept 2018**

# IT / COMPUTERS

## Computers for Beginners

Terrified of computers?! Find out all you ever wanted to know about PC basic operation, internet, safety tips, social networking, e-mail, sending and receiving attachments, buying and reading online, saving pictures etc. Suitable for absolute beginners and those with basic computer knowledge.

**Tuesdays 8.00 – 9.30 | Duration: 6 Weeks | Fee: €60 | Starts: 18th Sept 2018**

## Microsoft Office – Word, Excel & PowerPoint

This course will equip students to confidently use three Microsoft Office Modules - Word, Excel and PowerPoint. Students should have basic Microsoft Office skills. Students will learn the tools and features of Microsoft Office programmes which can be used both professionally and personally. Topics covered include: Word: Editing documents, adding pictures, shapes, word art etc. Excel: Designing spreadsheets, adding formulae and developing charts. PowerPoint: Making slideshows, adding animations etc.

**Tuesdays 7.30 – 9.30 | Duration: 6 Weeks | Fee: €100 | Starts: 18th Sept 2018**

## ECDL Essentials

Essentials is a new 4-module course which will improve IT skills and provides a qualification to enhance job opportunities. This course covers four core ECDL modules; Microsoft Word, Microsoft Excel, Online Essentials and Computer Essentials. Successful students receive the ECDL Essential Certificate.

**Tuesdays 7.00 – 9.30 | Duration: 12 Weeks | Fee: €250 | Starts: 18th Sept 2018**

## How To Build Your Own Website

This introduction course to Wordpress Content Management System will cover what is involved in setting up your own Wordpress website. Template installation and Wordpress content creation will be covered. Hosting and domain name registration is recommended to fully utilise this course and get your website online.

**Tuesdays 7.00 – 8.00 | Duration: 10 Weeks | Fee: €90 | Starts: 18th Sept 2018**

## Photoshop, Edit and Print Your Digital Photos

This course looks at the tools and options used to process your digital photos. This will ideally suit users of DSLR cameras or Bridge cameras. You will work on and edit 4-6 of your photos and print each of these in class by the end of the course. (Printing of 12x8 photos is optional and adds an extra cost to the course).

**Tuesdays 8.15 – 9.15 | Duration: 8 Weeks | Fee: €90 | Starts: 18th Sept 2018**

## Social Media for Beginners

Do you want to learn how to use Facebook to stay in contact with friends and family, share photos and know something about security settings? Use Skype or Viber to set up video chats without expensive phone bills? Follow Manchester United or maybe Donald Trump on Twitter? Share and see others photographs on Instagram? We will look at various social media platforms in this gentle introductory class.

**Tuesdays 7.00 – 8.00 | Duration: 4 Weeks | Fee: €40 | Starts: 18th Sept 2018**

# PROFESSIONAL COURSES

## Medical Secretary QQI Level 5

The following modules can be taken as stand-alone courses or can be used towards achieving Major QQI level 5 award in Medical Secretary.

**Medical Terminology:** Topics covered include: use of and understanding of medical terminology, relevant legislation, creating and managing healthcare records, administering a medical office and preparing medical reports. Computer skills recommended.

**Tuesdays 7.00 – 9.30 | Duration: 12 Weeks | Fee: €250 | Starts: 18th Sept 2018**

**Reception and Frontline Office Skills:** This QQI Level 5 module is designed for people who wish to gain a recognised qualification to enable them to begin work or improve their career in medical reception and medical administration roles.

**Tuesdays 7.00 – 9.30 | Duration: 12 Weeks | Fee: €250 | Starts: 18th Sept 2018**

**Word Processing:** Learners acquire a thorough working knowledge of Microsoft Word and learn features such as labels, mail merge, posters, pictures, formats, editing, proofing, meeting agendas etc. in order to produce numerous attractive documents to mailable standard. On completion students will receive a QQI Level 5 Certificate in Word Processing. Suitable for beginners and intermediate / advanced students.

**Tuesdays 7.30 – 9.30 | Duration: 12 Weeks | Fee: €250 | Starts: 18th Sept 2018**

## Special Needs Assisting QQI Level 5

This QQI Level 5 Special Needs Assisting component module enables learners to work effectively as special needs assistants and gain an understanding of the skills required to ensure children they are working with become independent learners. They will learn to work under the direction of the teacher and work as part of the multidisciplinary team. Topics covered include: context of special needs, good practice, relating to people with special needs, relating to other stakeholders and special needs assisting skills.

**Tuesdays 7.00 – 9.30 | Duration: 12 Weeks | Fee: €250 | Starts: 18th Sept 2018**

## Diploma in Event Management (Irish Academy of Public Relations)

Are you a good organiser? Do you enjoy planning? Are you always on the lookout for new ideas? If so, then perhaps you should consider a career in Event Management. Event management is about organising functions – large and small ones. Our Diploma in Event Management from the Irish Academy of Public Relations is taught by PR professionals with years of industry experience. At the end of the course, you will submit a project clearly showing future employers and clients that you have the ability to apply the theory competently, creatively and cost-effectively. Modules covered are: principles of event management, taking ideas from concept to reality, structuring proposals, crisis management planning, seeking sponsors, organising the event, marketing tools, maximising media coverage, promotional tools, working with celebrities and special guests, staffing and compliance issues and post-event evaluation.

**Tuesdays 7.00 – 9.30 | Duration: 9 Weeks | Fee: €250 | Starts: 18th Sept 2018**

## Social Studies QQI Level 5

The purpose of this QQI Social Studies Level 5 component award is to equip the learner with the knowledge, skill and competence required for employment in a Social Care Setting. It will introduce learners to the area of sociology and social studies and develop their understanding and awareness of social issues in their own lives and society in general. Learners will develop basic research skills and learn to recognise the complexity of social issues.

**Tuesdays 7.30 – 9.30 | Duration: 12 Weeks | Fee: €250 | Starts: 18th Sept 2018**

## English Classes

English Language Conversation Classes, welcoming migrants from all non-English speaking countries. Classes run from 7.00pm -9.00pm. Beginners to advanced levels. All classes are run by a voluntary organisation

**Tuesdays 7.00 – 9.00 | Duration: 10 Weeks | Fee: €5 | Starts: 18th Sept 2018**

## Oral Irish

This course will focus on the all-important Leaving Cert Irish oral exam and give students a brilliant opportunity to practice their speaking skills and grow in confidence. It will run for one hour once a week for eight weeks and cover reading poetry, sraithpictiúrí, and topics for the oral conversation. Notes will be provided. Leaving Certificate students welcome.

**Tuesdays 7.00 – 8.00 | Duration: 8 Weeks | Fee: €70 | Starts: 18th Sept 2018**

## Conversational Irish

This course is suitable for those who have very little or basic Irish and would like to improve. It will run for one hour once a week for eight weeks and cover topics such as myself and my family, my house and my area, my hobbies and holidays. Notes will be provided. All welcome.

**Tuesdays 8.15 – 9.15 | Duration: 8 Weeks | Fee: €70 | Starts: 18th Sept 2018**

## French Classes Beginners

Start to learn the basics of French, from pronunciation to basic grammar, enough to get by on your next holiday: looking for the way, ordering in a restaurant or buying in a shop. This class places a priority on oral skills.

**Tuesdays 7.00 – 9.00 | Duration: 10 Weeks | Fee: €85 | Starts: 18th Sept 2018**

## Italian Classes Beginners

The aim of this course is to provide students with basic linguistic competence and cultural and social awareness to be able to deal with very simple and predictable everyday situations and understand straightforward information.

**Tuesdays 7.00 – 9.00 | Duration: 10 Weeks | Fee: €90 | Starts: 18th Sept 2018**

## Polish Classes Beginners

The course is aimed at those who have no previous knowledge of the language. Students will



learn, in a relaxed and friendly atmosphere, to carry out basic language tasks in Polish. The course will particularly focus on the language use needed to deal with everyday situations. The emphasis will be on speaking the language. However, the course will also provide them with some basic structural knowledge of the language.

**Tuesdays 7.00 – 8.30 | Duration: 10 Weeks | Fee: €85 | Starts: 18th Sept 2018**

## **ONE NIGHT TALKS / SEMINARS**

### **Infant / Toddler First Aid**

This one-night course is tailored to suit those who work with or have infants or young children. The course covers a range of topics related to paediatric first aid emergencies including how to recognise an injury or illness and provide treatment. Topics covered include: child and infant CPR, child and infant choking, AED use, head injuries, respiratory illnesses and medical emergencies. Upon successful completion students will be issued with a St John Ambulance First Aid certificate, valid for two years.

**Tuesday 9th October 2018 | Time: 7.00 – 10.00 | Fee: €70**

### **CPR & AED**

This one-night Heart Saver CPR AED course covers a range of cardiac and respiratory emergencies and how and when to use an AED. This course focuses on practical skills and student participation. Upon successful completion students will be issued with an Irish Heart Foundation / American Heart Association certificate, valid for two years. This certificate is recognised internationally.

**Tuesday 13th November 2018 | Time: 7.00 – 10.00 | Fee: €70**

### **Basic First Aid**

This one-night basic first aid course is designed for those who may come across first aid situations infrequently. It gives students the skills and knowledge to provide emergency life-saving treatments. Topics covered include: patient assessment, respiratory emergencies, treating wounds and bleeding, fractures, sprains, strains, concussion, compression, stroke, heart-attack, severe allergies, and other medical emergencies. Upon successful completion students will be issued with a St John Ambulance First Aid certificate, valid for two years.

**Tuesday 2nd October 2018 | Time: 7.00 – 10.00 | Fee: €70**

### **Buying a Home**

A must-attend for those looking to get on the property ladder or thinking of moving / renovating. This two-hour talk will cover the full process of applying for a mortgage and buying a home. Topics covered include the mortgage process, relevant fees, legal requirements, approximate timelines of an application, documents required etc. There will also be a focus on local developments, self-build mortgages, movers and finance for home improvements. The talk is provided by a representative of Bank of Ireland Meath Mortgage Centre.

**Tuesday 16th October 2018 | Time: 8.00 – 10.00 | Fee: €15**

## **Wines of the World**

This class is suitable for beginners and those who have an interest in wine. This class will cover everything from how wine is made, to what makes a good wine and how to match wine with food. WSET qualified and with 10 years' experience of the wine industry in Ireland, join Shaun Nugent on this exciting course. €10 covers materials for class and can be paid on the night.

**Tuesday 20th November 2018 | Time: 7.00 – 9.30 | Fee: €15 + €10**

## **Manual Handling**

This one-night class will cover the following: Anatomy and Physiology, Ergonomics, Hazard Identification, Risk Assessment, Principles of Lifting and Practical: Lifting, Moving, Carrying, Pushing and Pulling.

**Tuesday 16th October 2018 | Time: 7.00 – 9.00 | Fee: €40**





## How To Find Us

Take the N3 towards Navan, taking the exit for Clonee. Continue through traffic lights and through Clonee village. As you near the end of the village continue straight over a small bridge and take the first exit at the roundabout. Take the first exit at the next roundabout also. Continue into Dunboyne village passing through a set of lights. At the next lights in the centre of the village turn right. Continue down this road for approx. 1 km and turn left into Dunboyne Business Park. Take the second right in the Business Park and the college is the first left.

## General Information

- Please carefully check the days and dates of the courses for which you register.
- Fees must be paid on enrolment. You can enrol online on [www.meathnightclasses.ie](http://www.meathnightclasses.ie) or [www.dunboynecollege.ie](http://www.dunboynecollege.ie). You can enrol in the college office weekdays from 9.00 – 4.00pm or at our enrolment evening on Tuesday 11th September 2018.
- Fees are non-refundable except where a course is not held due to poor enrolment.
- Refunds are issued by credit card refund only.
- No deposits will be accepted as booking on a course.
- Formation of courses will depend upon sufficient enrolments for the course.
- We will only contact you by text message if your course is not formed.
- Please check [www.dunboynecollege.ie](http://www.dunboynecollege.ie) or our Facebook page for more information on enrolment.
- Places are allocated on a first-paid basis – some courses have limited spaces.
- Correspondence regarding courses will be by text message / phone call.
- Courses are only provided for those over 16 years of age.
- Where class materials are required the cost will be carried by the student.
- All course participants attend at their own risk. Neither Dunboyne College of Further Education or LMETB accept liability for damage or injury to persons or property, or for property mislaid while present in the college or on the grounds.
- Please note if a course is not filled by the 14th of September 2018 it will be cancelled, so please book early to avoid disappointment.

## Enrolment Details

Enrolment begins online on the 1st of August. You can enrol from the 27th of August at the college or over the phone.

1. Online: [www.meathnightclasses.ie](http://www.meathnightclasses.ie) or [www.dunboynecollege.ie](http://www.dunboynecollege.ie)
2. Enrolment Night: Tuesday 11th September 6.00 – 8.00pm
3. In person: At college reception: Monday – Friday 9.00 – 4.00pm from 27th of August
4. By Phone: 01 802 6577 (card required)

No cash payments. We only accept credit card.

NOTE: The college will not contact you unless the class you enrolled in has been cancelled. So once enrolled please come on the first night of class.

Mid-term break: 29th October – 2nd November (No classes this week)

Tea, coffee and snacks will be available in the college canteen

Enrol Online @ [www.meathnightclasses.ie](http://www.meathnightclasses.ie) or [www.dunboynecollege.ie](http://www.dunboynecollege.ie)

### Enrolment Form – Autumn 2018

Course Title.....

Name.....

Address.....

Mobile No.....

Home No.....

E-mail address.....

I accept the conditions of enrolment as outlined in this brochure.

Signed.....

How did you hear about us?.....