



DUNBOYNE  
COLLEGE  
OF FURTHER EDUCATION

# Adult Education Night Classes Spring 2018



## Enrolment Night at College

Tuesday 16th January 6.00 - 8.00pm

## Day-Time Enrolment

College Reception: Monday – Friday 9.00 - 4.00pm

## Courses Begin

Tuesday 23rd January 2018

## Enrol Online @

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

## Contact

Siobhán Leavy

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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: 23rd Jan 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: 23rd Jan 2018**

## 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: 23rd Jan 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: 23rd Jan 2018**

## Flower Arranging

“Spring is in the Air”. 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: 23rd Jan 2018**

## **An Introduction to Interior Design**

This course will provide learners with an opportunity to acquire an understanding of basic design principles of interior design. It will help to inspire your natural creativity and is delivered in a relaxing manner. It introduces the elements of design, demonstrating that there is more to interior design than just DIY! You will gain a base knowledge to start planning a room of your own. This course is for those interested in creating more harmonious home interiors, balancing functionality with appearance.

**Tuesdays 7.30 – 8.30 | Duration: 6 Weeks | Fee: €60 | Starts: 23rd Jan 2018**

## **Bridal Bootcamp**

If you are getting married or want a girls' night with your bridesmaids, then this is the course for you! We will be having lots of fun and giving great advice and tips from top bridal suppliers with wedding preparation ideas and covering wedding hairstyles and make-up looks for 2018/19 as well as dress ideas and putting your whole look together.

**Tuesdays 8.00 – 9.00 | Duration: 4 Weeks | Fee: €50 | Starts: 23rd Jan 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: 25th Jan 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: 23rd Jan 2018**

## **Contemporary Irish Literature**

This short course will introduce learners to key writers in the modern literary landscape from the mid-20th century. Over the 8 weeks we will look at poetry and novels from a diverse range of writers including William Trevor (Ballroom of Romance), Jennifer Johnston (Shadows on our Skin), Seamus Heaney (Selected) and Paul Duncan (Selected). Other writers include Sebastian Barry, Emma Donoghue, Sinéad Morrissey, Brendan Kennelly and Maeve Binchy. We shall also examine the lyrics of Christy Moore and assess how he fits in a modern literary landscape. (Texts to be finalised.)

**Tuesdays 7.00 – 8.30 | Duration: 8 Weeks | Fee: €75 | Starts: 23rd Jan 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, costings, human resource management and the impact social media has on this industry.

**Tuesdays 7.00 – 9.30 | Duration: 6 Weeks | Fee: €85 | Starts: 23rd Jan 2018**

## **Wines of the World**

This course is suitable for beginners and those who have an interest in wine. This course covers 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 six-week course. €10 covers materials for class.

**Tuesdays 8.30 – 9.30 | Duration: 6 Weeks | Fee: €60+ €10 | Starts: 23rd Jan 2018**

# **FITNESS & HEALTH**

## **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: 23rd Jan 2018**

## **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: 23rd Jan 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: 23rd Jan 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: 23rd Jan 2018**

### **Pilates for Beginners**

This class is suitable for beginners or as a refresher course. Bring along a mat, towel and water. This class will help to improve your postural alignment, coordination, strength and flexibility. Pilates can be practiced by people of all fitness levels. It is a slow and controlled form of exercise which engages the mind and enhances body awareness and has been demonstrated to reduce stress and anxiety.

**Tuesdays 7.00 – 8.00 | Duration: 8 Weeks | Fee: €80 | Starts: 23rd Jan 2018**

### **Pilates for Improvers**

This class is suitable as a refresher course. Bring along a mat, towel and water. This class will help to improve your postural alignment, coordination, strength and flexibility. Pilates can be practiced by people of all fitness levels. It is a slow and controlled form of exercise which engages the mind and enhances body awareness and has been demonstrated to reduce stress and anxiety.

**Tuesdays 8.15 – 9.15 | Duration: 8 Weeks | Fee: €80 | Starts: 23rd Jan 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: 23rd Jan 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: 23rd Jan 2018**

### **Rest..Recharge..Restart**

Are you feeling overwhelmed, out of sync and tired of the rat race? Maybe your sleep is disturbed, and you wake up tired in the morning? If you would like to relax, get more perspective and balance in your life, feel more confident, get a proper night's sleep and restore inner harmony, then this course is for you. Techniques will be supplied each week that will help you to achieve a refreshed sense of balance and wellbeing.

**Tuesdays 7.00 – 8.30 | Duration: 8 Weeks | Fee: €85 | Starts: 23rd Jan 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: 23rd Jan 2018**

## **DIY Hairdressing**

This fun class is for anyone that wants to learn tips on haircare, styles that suit-your-face shape, using your GHD and tongs to create trendy styles, up styling, plaiting made easy and much more. Come along and join us for great hair tips and hints.

**Tuesdays 7.00 – 8.00 | Duration: 4 Weeks | Fee: €50 | Starts: 23rd Jan 2018**

# **IT / COMPUTERS**

## **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: 23rd Jan 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: 23rd Jan 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: 23rd Jan 2018**

## **Word Processing QQI Level 5**

This QQI Level 5 Word Processing component module enables learners to develop their word processing skills using Microsoft Word, which can be used personally and professionally. 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 8.00 – 9.30 | Duration: 8 Weeks | Fee: €140 | Starts: 23rd Jan 2018**

### **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: 23rd Jan 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: 5 Weeks | Fee: €50 | Starts: 23rd Jan 2018**

## **PROFESSIONAL COURSES**

### **Medical Secretary QQI Level 5**

This QQI Level 5 Medical Secretary component 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. 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.

**Tuesdays 7.30 – 9.30 | Duration: 10 Weeks | Fee: €250 | Starts: 23rd Jan 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 7.30 – 9.30 | Duration: 10 Weeks | Fee: €250 | Starts: 23rd Jan 2018**

### **Early Childhood Education and Play QQI Level 5**

This QQI Level 5 component module outlines the various stages of play, the importance of play and different play theorists. It will prepare learners with the skills and knowledge to deliver the play curriculum within their setting. It will promote the importance of play to

develop and encourage social interactions and interpersonal skills. This course places an emphasis on recording and documenting a child's development through play. Adults will understand that they have a role in play and how to facilitate play.

**Tuesdays 7.30 – 9.30 | Duration: 10 Weeks | Fee: €250 | Starts: 23rd Jan 2018**

### **Child Development QQI Level 5**

This QQI Level 5 Child Development component module equips the learner with the knowledge, skills and competence relevant to the theory and practice of child development. They will learn to work under the direction of the teacher, completing child observations covering the holistic development of the child, thus covering the physical, linguistic, cognitive, social and emotional development of children from 0-6years. Topics include: Nature vs. Nurture Debate, answering questions as to whether development is genetically driven or a product of the child's environment; Principles of Good Practice; Goodness to Fit; Care Perspective; and Aistear; The Early Childhood Curriculum Framework.

**Tuesdays 7.00 – 9.30 | Duration: 10 Weeks | Fee: €250 | Starts: 23rd Jan 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: 23rd Jan 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: 10 Weeks | Fee: €250 | Starts: 23rd Jan 2018**

### **Presentation Skills**

It is increasingly important in today's world to be able to present ourselves effectively. College courses and businesses regularly expect presentations using Key Note or Power Point. Learning techniques from NLP, CBT and performance, with this course you can become confident to deliver a slide presentation and speak in public.

**Tuesdays 7.00 – 9.30 | Duration: 3 Weeks | Fee: €50 | Starts: 23rd Jan 2018**



## **An Introduction to Counselling and Psychology**

This course aims to introduce students to the theory of human psychology, theory of counselling and basic counselling skills. The course gives a comprehensive introduction to the issues and ideas that are current in the art and science of human psychology and counselling. It provides students with a foundation knowledge in order to progress towards a QQI Level 5 Award or to pursue further education paths to professional qualifications in Psychology and Counselling.

**Tuesdays 8.00 – 10.00 | Duration: 6 Weeks | Fee: €85 | Starts: 23rd Jan 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.

**Tuesdays 7.00 – 9.00 | Duration: 10 Weeks | Fee: €5 | Starts: 23rd Jan 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 27th February 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 6th March 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 20th March 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 20th February 2018 | Time: 8.00 – 10.00 | Fee: €15**

## Returning to Work

Need to develop job skills and overcome stress and fear around returning to the workforce? This programme focuses on supporting you to positively deal with these fears, helping you decide what area you might like to focus on, practical ways to help motivate yourself, building our personal support network and how to de-stress. All of these will help you give yourself the best possible chance to return to the workforce.

**Tuesday 6th March 2018 | Time: 7.00 – 9.00 | Fee: €20**

## Parenting of Teenagers

This interactive one-night talk, presented by a qualified facilitator of [www.helpme2parent.ie](http://www.helpme2parent.ie) will help parents connect with and build good relationships with their teenage children, while also being firm and influential in their lives. It's never too late to do a parenting course and this course can help you enhance your relationship with your teenager. This course is also suitable for those working with teenagers. This course will help parents with: getting to know and connecting with your teenager, communicating effectively, negotiating rules and boundaries, teaching teenager's responsibility, managing conflict and solving problems together.

**Tuesday 27th February 2018 | Time: 8.30 – 10.00 | Fee: €20**

## Parenting Ages 1 - 11

This interactive one-night talk, presented by a qualified facilitator of [www.helpme2parent.ie](http://www.helpme2parent.ie) draws on well-researched ideas about child development and parent-child communication and is ideal for parents who want to maximise their children's learning, language and social development, as well as reduce behaviour problems, while ensuring their children grow up happy and emotionally secure. This course will help parents with understanding your toddler, the power of play and encouragement, promoting your child's language and development, helping your child concentrate and learn, and managing tantrums and misbehaviour. This course will also help parents with addressing parenting problems in a positive way that helps your child learn, managing difficult behaviour and discipline problems, helping your child to be more co-operative and learn to keep rules, building your child's self-esteem and helping your child to learn and reach their full potential at school.

**Tuesday 27th February 2018 | Time: 7.00 – 8.30 | Fee: €20**



## 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 16th January 2018. To enrol by post fill in the below form and post with a cheque / postal order.
- Fees are non-refundable except where a course is not held due to poor enrolment. All cheques should be crossed and made payable to Dunboyne College of Further Education.
- Refunds are issued by cheque and 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 18th of January 2018 it will be cancelled, so please book early to avoid disappointment

## Enrolment Details

Enrolment begins online on the 18th of December. You can enrol from the 18th December 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 16th January 6.00 – 8.00pm
3. In person: At college reception: Monday – Friday 9.00 – 4.00pm from 18th December
4. By Phone: 01 802 6577 (card required)
5. Postal Enrolment: Siobhán Leavy, Dunboyne College of Further Education, Dunboyne Business Park, Dunboyne, Co. Meath.

No cash payments. We accept cheque, postal order and 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: 12th February – 16th February (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)

Postal application can be sent to:

Siobhán Leavy, Dunboyne College of Further Education, Dunboyne, Co Meath.

### Postal Enrolment Form – Spring 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? .....