

DUNBOYNE  
COLLEGE  
OF FURTHER EDUCATION

# Adult Education Night Classes

## Spring 2019



### Enrolment Night at College

Tuesday 22nd January 2019 6.00-8.00pm

### Day-Time Enrolment

College Reception: Monday – Friday 9.00am - 4.00pm

### Courses Begin

Tuesday 29th January 2019

### Enrol Online @

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

### Contact

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# HOBBY COURSES

## 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. The class tutor, Roisin Allen Coyne, has a BA (Hons) in Interior Architecture and is a member of the Interiors Association.

**Tuesdays 7.30 – 8.30 | Duration: 6 Weeks | Fee: €60 | Starts: 5th March 2019**

## Fashion Design

An introduction to fashion design, taught by an industry professional, which will take you through the process of designing your own garment, from inspirational sketch to a final drafted pattern. The objective of the course is for you to have a pattern of your own design ready for production, so whether you're merely curious as to what a fashion designer does, or whether you have ambitions to become a fashion designer yourself, over the ten weeks you will be brought through the whole process of getting your idea from sketch to production.

**Tuesdays 7.00 – 9.00 | Duration: 10 Weeks | Fee: €100 | Starts: 29th Jan 2019**

## Save Money with Car DIY

Applicants will be offered a basic overview of the systems and components that comprise a modern, private or commercial vehicle, with a view to saving money on annual service fees. These systems include: braking systems, engine (petrol), engine (diesel), manual gearbox, suspension and steering, and engine management systems. Applicants will be taught how to conduct basic servicing and maintenance on their own vehicles, with an emphasis on safe working practices, sourcing correct replacement parts and the responsible disposal of waste lubricants e.g. engine oil. Applicants will be shown how to use technical resources to obtain information pertaining to their specific vehicle. Applicants will be taught the importance and function of common vehicle warning lights and what to do should they illuminate.

**Tuesdays 7.30 – 9.00 | Duration: 6 Weeks | Fee: €70 | Starts: 29th Jan 2019**

## 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: 29th Jan 2019**

## **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.

**Tuesdays 7.00 – 8.30 | Duration: 9 Weeks | Fee: €80 | Starts: 29th Jan 2019**

## **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.

**Tuesdays 8.30 – 9.30 | Duration: 9 Weeks | Fee: €80 | Starts: 29th Jan 2019**

## **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: 29th Jan 2019**

## **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: €90 | Starts: 31st Jan 2019**

# FITNESS & HEALTH

## Health and Wellness

Introducing a set of non-formal workshops which are aimed at giving you the practical tools needed to lead a healthier lifestyle. By completing this course, you will learn about the theories and practices of a wide range of physical, mental and social health topics including: the goal-setting practice to becoming your best self, minding your mental health, creating healthy habits, psychological burnout, finding the time for physical activity and the good, the bad and the ugly of social media.

**Tuesdays 7.00 – 8.30 | Duration: 8 Weeks | Fee: €80 | Starts: 29th Jan 2019**

## 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: 29th Jan 2019**

## 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: 29th Jan 2019**

## 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: 29th Jan 2019**



## **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 – 9.15 | Duration: 8 Weeks | Fee: €80 | Starts: 29th Jan 2019**

# IT / COMPUTERS

## **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: €200 | Starts: 29th Jan 2019**

## **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: 29th Jan 2019**

## **Word Processing QQI Level 5**

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: 10 Weeks | Fee: €250 | Starts: 29th Jan 2019**

## **Build an Android App**

Students will learn how to create simple apps with sounds and images using MIT APP Inventor 2. No programming experience needed – you just need to be comfortable using a computer keyboard, mouse and browser. Bring an Android phone with at least 250MB free storage and which runs at least Android 2.3 (Gingerbread).

**Tuesdays 7.30 – 9.30 | Duration: 6 Weeks | Fee: €100 | Starts: 29th Jan 2019**

## **Computers for Beginners**

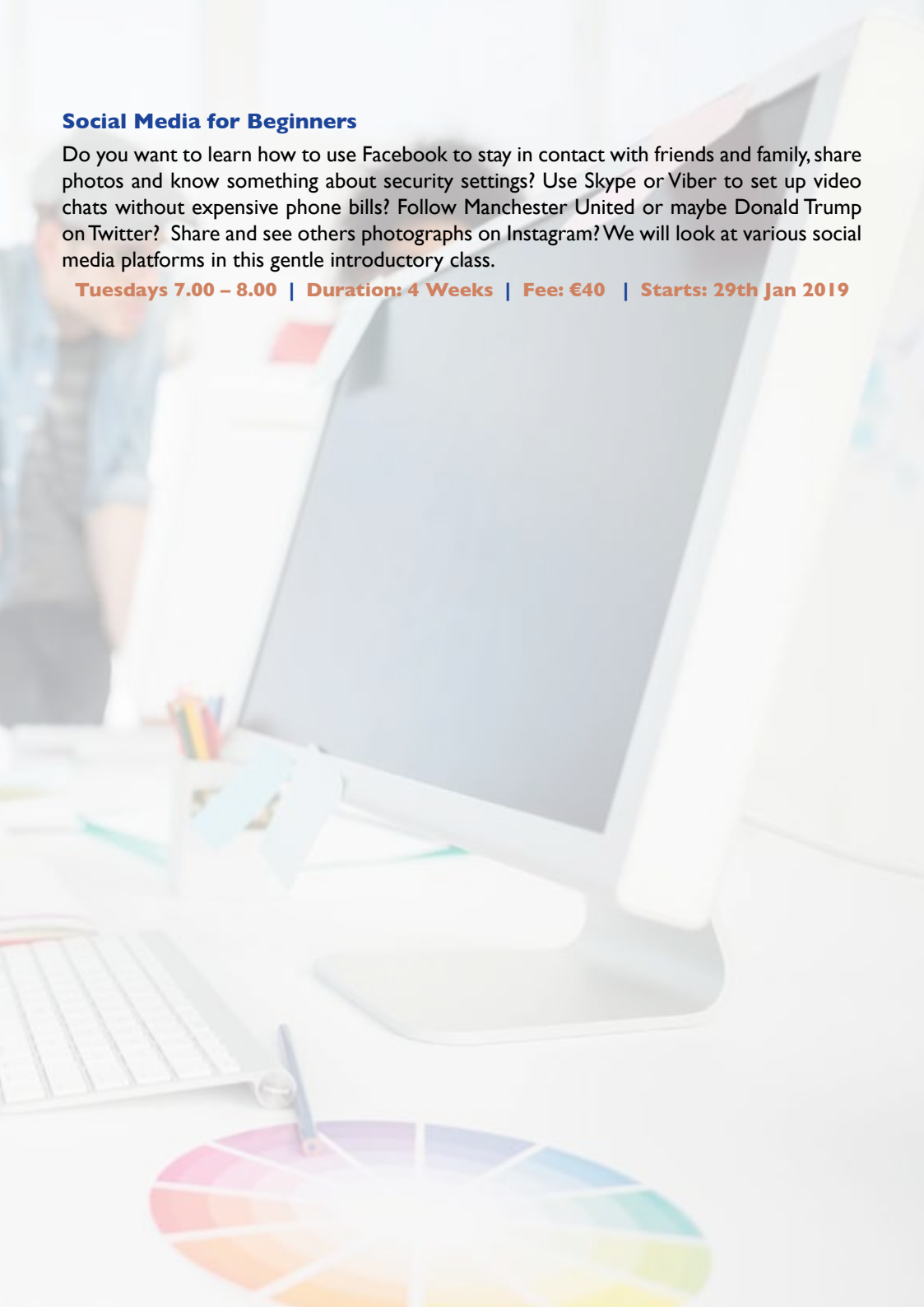
Terrified of computers?! Find out all you ever wanted to know about PC basic operation, internet, safety tips, social networking, e-mail, sending and receiving attachments, buying and reading online, saving pictures etc. Suitable for absolute beginners and those with basic computer knowledge.

**Tuesdays 8.00 – 9.30 | Duration: 6 Weeks | Fee: €50 | Starts: 29th Jan 2019**

## **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: 29th Jan 2019**



# PROFESSIONAL COURSES

## Medical Terminology QQI Level 5

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: 29th Jan 2019**

## Special Needs Assisting QQI Level 5

This QQI Level 5 Special Needs Assisting 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: 29th Jan 2019**

## 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: 29th Jan 2019**

## Leaving Certificate Oral Irish

This course will focus on the all-important Leaving Cert Irish oral exam and will 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, sraithpicitúirí, 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: 29th Jan 2019**



## **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: 29th Jan 2019**

## **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: 29th Jan 2019**

## **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 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: 29th Jan 2019**

## **Career Preparation**

This course is designed for participants who wish to return to work, people exploring a Career Change, Graduates, Students and School leavers. The key objectives of this course is to provide detailed and practical advice on how to customise your C.V. and Cover letter, also how to prepare for interviews by participating in mock interviews. Participants will learn about Competency Based Interviews, Telephone Interviews, Behavioural Interviews, and Standard Interviews.

**Tuesdays 7.00 – 9.00 | Duration: 6 Weeks | Fee: €60 | Starts: 29th Jan 2019**

# 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 5th March 2019 | Time: 7.00 – 10.00 | Fee: €70**

## Basic First Aid

The 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 26th March 2019 | Time: 7.00 – 10.00 | Fee: €70**

## CPR & AED

The 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 9th April 2019 | 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 9th April 2019 | Time: 8.00 – 10.00 | Fee: €15**

# 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 22nd January 2019.
- 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 25th of January 2019 it will be cancelled, so please book early to avoid disappointment.

## Enrolment Details

Enrolment begins online on the 11th of December. You can enrol from the 10th of 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 22nd January 2019 6.00 – 8.00pm
3. In person: At college reception: Monday – Friday 9.00 – 4.00pm from 10th of December.
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: 18th Feb – 22th Feb (no classes this week)

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

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



## 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.