

DUNBOYNE
COLLEGE
OF FURTHER EDUCATION

Adult Education Night Classes

Autumn 2019



Enrolment Night at College

Tuesday, 10th September 2019: 6.00-8.00pm

Courses Begin

Tuesday, 17th September 2019

Enrol Online @

www.dunboynecollege.ie | 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 by balancing functionality with appearance.

Tuesdays 7.30 – 8.30 | Duration: 6 Weeks | Fee: €60 | Starts: 23rd Sept 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: 17th Sept 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: 17th Sept 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: 17th Sept 2019

A close-up, slightly blurred photograph of a person's hand using a stylus to draw on a tablet. The drawing on the tablet shows a detailed anatomical sketch of a human face and neck, with various lines and shading. The person is wearing a watch on their left wrist. The background is a soft, out-of-focus light color.

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, townscapes, 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 pencil. 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: 19th Sept 2019

FITNESS & HEALTH

Cooking with Confidence

Delivered by a professional chef in a relaxed and enjoyable format, learners will develop some essential cookery methods and culinary skills. Become a more confident and adaptable cook by mastering some delicious recipes that will enhance your repertoire in the kitchen. Each evening you will take home different skills and techniques as well as easy-to-follow recipes to reproduce at home. Areas covered will include family meals, entertaining friends, baking the perfect brown bread, quick and nutritious soups and delicious desserts. Enrol for our next course and bring out your inner masterchef!

Tuesdays 7.30 – 9.30 | Duration: 6 Weeks | Fee: €100 | Starts: 1st Oct 2019

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 – 8.00 | Duration: 8 Weeks | Fee: €80 | Starts: 17th Sept 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: 23rd Sept 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: 23rd Sept 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 and 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: 17th Sept 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: 17th Sept 2019

IT / COMPUTERS

Microsoft Office – Word, Excel & PowerPoint

This course will equip students to confidently use three Microsoft Office programs - 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: 17th Sept 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: 12 Weeks | Fee: €250 | Starts: 17th Sept 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 – 9.00 | Duration: 6 Weeks | Fee: €50 | Starts: 17th Sept 2019

Digital Marketing for SME

This 8-week course is aimed at small and medium business owners and employees who want to learn more about the world of digital marketing. The benefits, where to start, how to choose which platforms are best, and what content you should provide, will be explored. Guidance on blogging and SEO (Search Engine Optimization), making the most of your time and money, and how to take advantage of the free platforms out there, will be covered in the course content. Learners will create a digital marketing calendar and learn how to schedule posts and how to measure success. This is a class for beginners and intermediates alike. Students will be able to plan, create, implement and measure digital marketing strategies at the end of this course.

Tuesdays 7.30 – 9.30 | Duration: 8 Weeks | Fee: €90 | Starts: 17th Sept 2019

PROFESSIONAL / DUNBOYNE COLLEGE OF FURTHER EDUCATION ACCREDITED COURSES

Medical Terminology QQI Level 5

Topics covered include: use 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: 17th Sept 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: 17th Sept 2019

Maternity Care Support QQI Level 5

This module enables the learner to develop the knowledge and skills required in the maternity sector to assist the clinical team to care for mother, baby and the family unit. Classes will focus on the care of mother and baby, supporting midwifery teams, understanding infection control principles and maintenance of a clean and safe environment in the maternity unit. Learners will acquire the practical skills appropriate to the maternity care setting and learn to work effectively as part of the maternity care team.

Tuesdays 7.00 – 9.30 | Duration: 12 Weeks | Fee: €250 | Starts: 17th Sept 2019

Care of the Older Person QQI Level 5

This module is designed to equip the learner with the knowledge and skills required to provide safe and effective care to the older person. It will focus on the holistic, individual needs of older people using a person-centred care approach. Learners will acquire practical skills to enhance quality of life for older people in a variety of care settings.

Tuesdays 7.00 – 9.30 | Duration: 12 Weeks | Fee: €250 | Starts: 17th Sept 2019

Payroll Manual and Computerised QQI Level 5

This module aims to equip the learner with the knowledge, skills and competence necessary to enable them to operate and maintain accurate payroll records using manual and computerised systems, for an organisation, working under general direction and supervision.

Thursdays 7.00 – 9.30 | Duration: 12 Weeks | Fee: €250 | Starts: 19th Sept 2019

Training, Delivery and Evaluation QQI Level 6

The purpose of this Train the Trainer award is to form and develop an understanding of the methodologies and processes available when approaching training and delivery. Learners will gain the knowledge and skills to develop, plan, design, deliver, assess and evaluate an effective and engaging training session. This module will suit existing trainers who want to formalise their knowledge of training or for people who wish to begin their career in training delivery and evaluation. The class tutor, Robert Spencer, currently works in Learning and Development for a Dublin Based Homeless Charity. He also holds a Higher Diploma in Adult and Community Education. He has been within the training industry for the past 7 years working for Diageo, Giant Animation Studios as well as working in Adult and Community Education within the homeless sector and second chance education services.

Tuesdays 7.00 – 9.30 | Duration: 12 Weeks | Fee: €350 | Starts: 17th Sept 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: 17th Sept 2019

Business Management

This course provides students with the necessary knowledge and skills to progress into managerial roles within their company. Content will include the following: managing people, management styles, leadership skills, decision making, communication and negotiation skills, work life balance, maintaining productivity levels, strategic planning and managing change.

Tuesdays 7.30 – 9.30 | Duration: 8 Weeks | Fee: €90 | Starts: 17th Sept 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, 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: 17th Sept 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: 17th Sept 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 12th November 2019 | Time: 7.00 – 10.00 | Fee: €70

Basic First Aid

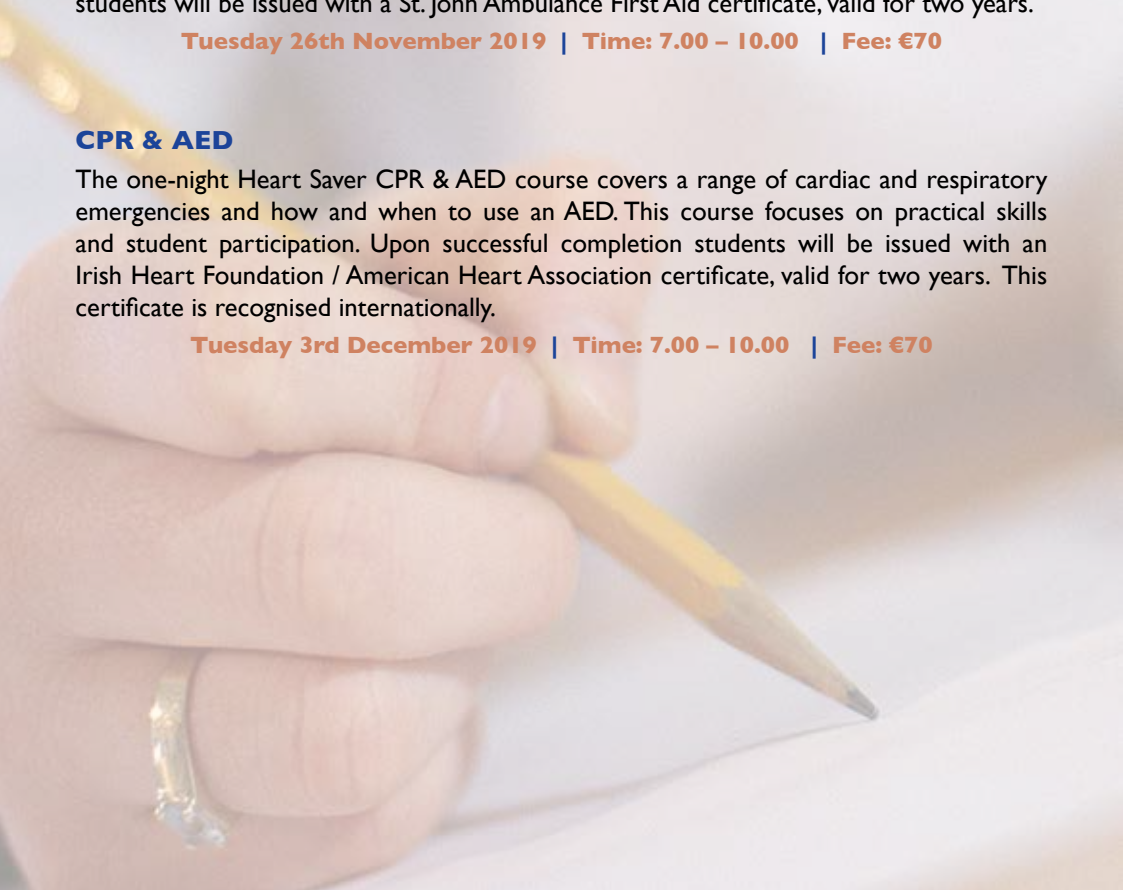
The one-night basic first aid course is designed for those who may come across first aid situations infrequently. It gives students the skills and knowledge to provide emergency life-saving treatments. Topics covered include: patient assessment, respiratory emergencies, treating wounds and bleeding, 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 November 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 3rd December 2019 | Time: 7.00 – 10.00 | Fee: €70



GENERAL INFORMATION

- Please check the days and dates of the courses for which you register carefully
- Fees must be paid in full on enrolment by credit or debit card. You can enrol online on www.meathnightclasses.ie or www.dunboynecollege.ie. Alternatively, you can enrol at our enrolment evening in the college on the 10th of September, 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, 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 nor 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 it will be cancelled, so please book early to avoid disappointment

Enrolment Details

Enrolment begins online or over the phone from the 27th of August, 2019.

1. Online: www.meathnightclasses.ie or www.dunboynecollege.ie
2. Enrolment Night: Tuesday 10th September 2019 6.00 – 8.00pm
3. 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: 28th of October – 1st of November (no classes this week)

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



How To Find Us

(Dunboyne Business Park,
Dunboyne – Eircode: A86 WC91)

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.