

Why Stillorgan College of Further Education?

- Stillorgan College has over 25 years experience in further education.
- Dedicated tutors with relevant industry experience.
- Small class sizes.
- Friendly, supportive environment.
- Excellent computer facilities.
- No tuition fees.
- CAO points not required.
- Large, free car park.
- Proven track record of job placement.
- Fully wheelchair accessible.
- Easily accessible by public transport.

Student Support:

Course co-ordinators are available to support students and offer advice on personal and academic matters and progression options.

Special Needs Applicants:

Students with special needs, including all aspects of disabilities, are welcome at Stillorgan College and should contact the college as soon as possible to discuss their particular needs.



Coiste Gairmoideachais
Chontae Átha Cliath
County Dublin Vocational
Education Committee



National Development Plan
Transforming Ireland



Note:

This leaflet is published as a guide and is not a contract between the college and any third party. The information in this leaflet may be subject to change.

Financial Information for Jobseekers

You may be entitled to avail of the following schemes that will help you on your chosen course.

Back to Education Allowance (BTEA):

This allowance is paid at a weekly rate equivalent to the maximum personal rate of the relevant social welfare payment that qualifies you for participation in the scheme. The allowance is payable for the duration of the course. It essentially replaces your existing social welfare income and in addition an annual €500 cost of education allowance is paid.

Vocational Training Opportunities Scheme (VTOS):

VTOS offers unemployed people an opportunity of returning to structured learning in an adult setting. If you are currently getting a Job Seekers' Allowance or a Job Seekers' Benefit, you will instead get a training allowance at a rate equivalent to the maximum rate of your payment.

You may receive a small lunch allowance and, depending on the distance between your home and the VTOS centre, you may be entitled to a travel allowance. You may be also given books and course materials free of charge.

Full information on these schemes is available from:
www.welfare.ie

Stillorgan College of Further Education,
Old Dublin Road, Stillorgan, Co Dublin.

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email: admin@stillorgancollege.ie
www.stillorgancollege.ie

Educational Opportunities jobseekers

new skills, new friends, new opportunities!



STILLORGAN COLLEGE

OF FURTHER EDUCATION

Coiste Gairmoideachais Chontae Átha Cliath
County Dublin Vocational Education Committee

Business & Computer Skills for Job Seekers:

NEW COURSE

Rethink, Reskill, Restart!

This exciting new course develops both your business and computer skills in order to maximise your future employability. At the end of the course you will have the skills needed to successfully compete in the twenty-first century jobs market.

Who is this course for?

If you are looking to gain up-to-date business and computer skills to enable you to compete in today's job market; or if you are thinking of starting your own business, then this course is for you.

What skills will I learn?

You will learn a wide-range of key skills that are essential for today's job market. Some of these skills include:

- Learn how to create and maintain a website using Adobe Dreamweaver® and Photoshop®
- Be able to get the most out of Excel® and Access®, Microsoft's powerful spreadsheet and database applications
- Be able to get the most out of Microsoft Word® – a pre-requisite for the modern business environment
- Develop the skills and confidence required to create and deliver high impact presentations using Microsoft Powerpoint®
- Learn how to write a business plan and develop the skills required to start a business
- Learn the basics of bookkeeping and payroll – both manual and computerised
- Gain an in-depth understanding of the role and function of management in the business environment, and develop effective management skills

What qualification will I receive?

On successful completion of this course you will receive a FETAC Level 6 Advanced Certificate.

Subjects studied:	
Web Authoring	Word Processing
Spreadsheet Methods	Relational Databases
Sales Presentation	Presentation Software
Business Management	Start Your Own Business
Bookkeeping – Manual & Computerised	Payroll – Manual & Computerised

Other Jobseekers Courses Available

Art Foundation

Designed to enable the student to develop good drawing and observational skills and knowledge of a wide range of other media and techniques, one of the main aims is to prepare a comprehensive portfolio that will help students progress to higher education.

Photography

Aimed at students with a serious interest in photography, this course covers practical and theoretical disciplines such as portrait photography, traditional and digital photography techniques and history of photography. At its completion, each student will have a comprehensive folder of location and studio-based work.

Media Foundation

Providing a broad introduction to the media, the course is particularly relevant to those interested in pursuing a career in areas such as radio, TV & video camera work, graphic design and photography. Graduates may follow on to do an additional award in Advanced Media Production.

Multimedia Production

Particularly relevant to those who are interested in pursuing a career in web, motion graphics or multimedia industries such as web design, e-graphics, multimedia production, graphic design or new media technologies. Graduates may follow on to do an additional award in Advanced Multimedia Production.



Journalism

This course provides a comprehensive introduction to print, broadcast (radio and TV) and online journalism. Students develop research skills and gain practical experience in newspaper reporting, feature writing, editing, layout and design. Graduates may follow on to do an additional award in Advanced Media Production.

Airline Studies/Cabin Crew

Designed for those with ambitions in the international travel industry - and with a strong record for placing students in employment afterwards - this course provides a broad range of skills in areas such as airline studies, tourism awareness, customer service, information technology and personal presentation skills.

Travel and Tourism

A comprehensive introduction to the travel and tourism industry worldwide, this course provides a combination of practical content, using software such as the Galileo Computer Reservation system, fare calculation and ticketing; with theory-based modules such as tourism awareness. Work experience is an integral part of the course.

Event Management

Designed to develop the skills to manage and coordinate an event from start to finish, the course has a very practical focus where students gain hands-on experience in event operation, marketing, promotion, fundraising, sponsorship, and public relations. They will also create promotional videos and a range of print material.

application form

please complete and return it to the college or apply on line at www.stillorgancollege.ie. All applicants will be interviewed and an interview date will be arranged.

first name(s):

surname:

address:

telephone/mobile:

e-mail:

Please tick the course you are applying for:

- Advanced Software Applications (BAXXX)
- Art Foundation (AAXXX)
- Airline Studies/Cabin Crew (DTXXX)
- Event Management (DTXXX)
- Journalism (EPJXX)
- Media Foundation (EMPXX)
- Multimedia Production (EMMPX)
- Advanced Media Production (EMPRO)
- Advanced Multimedia & Web Development (EMMWD)
- Photography (EPXXX)
- Travel and Tourism (DTXXX)