

# CITY SKILLS CENTRE

Various courses are free\* if you are on a low income or in receipt of JSA/Universal Credit/ESA/IS.

\*Subject to eligibility

## SUPPORT GETTING A JOB

Level 1 IT

Course starting on 21st January 2019

9am – 4pm

This five day course will help you to develop your existing IT Skills. The course is aimed at learners who already have some basic IT skills. Upon completion, you will gain a qualification which you can add to your CV. **100% attendance required.**

Topics Covered;

- Using IT systems to meet your needs
- Save, organise and retrieve files
- Respond to common IT problems
- Develop Word Processing
- PowerPoint Presentations
- Using Excel

Apply within or call 0116 224 2240 for more information

