

Improving Software Application Skills

This Improving Software Application Skills course is designed for individuals who frequently use computers in their professional, academic, or personal lives. It's particularly beneficial for those in the workforce who rely on IT or need to develop new skills to keep up with a digital workplace.

The course emphasises key areas such as Word processing, Spreadsheets, Databases, PowerPoint, Email management, Internet navigation, and File Management.

By enhancing your existing IT skills and building digital literacy, this course equips you to succeed in today's technology-driven world, whether in advancing your career or improving everyday tech use.

WHAT WILL I NEED?

Please be prepared to provide your residency documents such as a passport, EU citizen ID card, UK Birth Certificate or Biometric Card. If you have been in the UK for less than 3 years or have entered the UK with a visa you will need to provide evidence that you are eligible to study in the UK - your visa, your biometric card that covers the duration of your course or any relevant home office documents to support your residency should all be provided. If you're an EU, EEA or Swiss citizen we will need to see evidence of 'Pre-Settled' or 'Settled-status' documents. Also for funding purposes we would need to see evidence of payslips if working (within the last 3 months). If you are receiving benefits (e.g JSA, ESA, Universal Credit (UC), Housing benefits etc. please provide evidence of this).

WHAT CAN I DO AFTER?

On completion of this course, you can progress onto further study in this area.

Start Date: 01 March 2025

Day: Saturday

Time: 10:00 - 14:30

Duration: 16 Weeks

Venue: Tottenham