



CITY AND ISLINGTON  
COLLEGE

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Westminster  
Kingsway College

The College of  
Haringey, Enfield  
and North East London



Capital  
City  
College  
Training

# Improve Your Digital Skills

This qualification will provide the essential awareness, understanding and practical ability relating to the digital skills at the entry level. The course is suitable for participants with very basic ICT skills, that would like to improve their digital skills, particularly automated processes. The course will help you to emphasises the development of practical skills and improve own efficiency in using IT applications and processes by using various software applications. You will create, edit, format text and documents using a wide range of automated tools and applications such as Word, Excel, PowerPoint, Desktop Publishing, email, and Internet.

## 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?

Upon successful completion of the course you can progress into further study in this area.

**Start Date: 19 February 2024**

**Day: Monday Evenings**

**Time: 17:30 - 21:00**

**Duration: 14 Weeks**

**Venue: Tottenham Centre**



Capital City  
College Group

[www.capitalccg.ac.uk](http://www.capitalccg.ac.uk)