ICT Skills (Beginners)

This course is designed to provide beginners with ICT skills so they can use computers confidently, effectively, and independently in everyday life.

This course is suitable for participants with no or very little ICT knowledge.

WHAT WILL I STUDY?

You will learn:

- How to start and shut down a PC
- How to use applications and create documents
- How to use the Internet to find information
- How to create and send emails

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 this course, you can use your new basic IT skills to progress onto further study.

Start Date: 16 April 2024
Day: Tuesday
Time: 09:45 - 14:30
Duration: 4 months
Venue: Tottenham Centre

Ofsted Good Provider

Capital City College Group
www.capitalccg.ac.uk