

Get Ready For... Basic I.T Level 1

Qualification: ITQ **Subject Area:** Pre-Employment **Level:** 1 **Duration:** 10 weeks **Attendance details:** Part Time, Short Course **Location:** City Campus

Course Information

Who is this course for?

This course is for people looking to gain an entry level position in a role where the use of I.T plays a key part.

What do you need to apply for the course?

This course is suitable for anyone aged 18 or over who is unemployed, eligible to work in the UK and who is claiming JSA or ESA (WRAG) or other benefits such as income support, housing, council tax, pension credit or an unwaged dependent. People aged 18 or over who are not in receipt of a benefit are also welcome to apply.

Anyone who falls outside of these categories is also welcome to contact the Pre-employment Team for details.

What are the key things you'll learn?

This course covers the key areas of I.T. including:-

- managing e mails
- word processing
- basic spread sheets
- software fundamentals
- writing business letters
- customer service awareness
- using office equipment

The course recognises students' practical skills in using information technology to

carry out more complex tasks in a range of vocational contexts. The course is flexible and has a unit-based approach, which allows students to work towards individual units.

The programme may also suit a student who is quite conversant with Microsoft Windows but needs to update their understanding to incorporate the 2010 office system,.

How will you learn?

This class is taught through classroom based theory lessons, interactive activities, group work and observations.

Where could this course take you?

After successfully completing the course you will have the skills required to gain an entry position in a role requiring the use of I.T or progress on to further study in the field, distance learning or apprenticeship.