



Computer Basics

Looking to improve your computer skills? This course will help give you the confidence to use technology at work and home.



Background

This course is for anyone who wants to learn computer skills in a friendly, supportive environment. You may be thinking of a career change, going back to work after a long absence or you may have previously worked in an industry where PC skills weren't needed - if so then this is the course for you.

About the Course

Learning is very 'Hands-On', which is the best way of getting to grips with computer programmes such as Word and the Internet. The course also covers topics including 'Universal Jobmatch' helping you understand how to use technology to support you finding a job. Our staff work closely with you offering you all the support you need so you can make the best use of the internet and online resources. Plus you'll gain a very useful qualification along the way.

How long is the course?

The course is delivered over 4 days and can be full time or part time.

Eligibility

This programme is free to those eligible and aged 19 or over. *Eligibility is generally unemployed and in receipt of benefits.*

What qualification will I receive?

On successful completion you will receive an Edexcel BTEC Entry Level 3 Certificate for IT Users (ITQ).

Referral Process

Contact Group Horizon on **0800 002 9805** or **0191 497 7722** | Email us at referral@grouphorizon.co.uk

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IT Skills

Invest in your IT skills and gain the experience and knowledge you need to secure your dream job



Background

No matter where you find employment, there is a good chance a computer will be a basic tool you will have to use. Getting to know your way around a computer can not only support you to advance in your career if you are working, but also to support you in finding a suitable job.

About the Course

This course will teach you how to create professional documents using a variety of programs in the Microsoft Office suite and is suitable for anyone wanting to improve general IT skills. On successful completion you will receive a nationally recognised qualification at Level 1.

How long is the course?

The course is delivered over 5 Days.

Eligibility

This programme is free to those eligible and aged 19 or over. *Eligibility is generally unemployed and in receipt of benefits.*

What qualification will I receive?

On successful completion you will receive a Level 1 Award IT User.

Referral Process

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