



Course details

Course title

Computer skills for work

Course code

Q00018621

Course date

Start: 04/10/24

End: 01/11/24

Number of classes

5 sessions

Timetable

Fri 4th Oct, 13:00 to 15:00

Fri 11th Oct, 13:00 to 15:00

Fri 18th Oct, 13:00 to 15:00

Fri 25th Oct, 13:00 to 15:00

Fri 1st Nov, 13:00 to 15:00

Tutor

Chris George

Fee range

Free to £50.00

How you'll learn

You'll join a small group of fellow learners for classes at the venue indicated. Some materials may be provided in our virtual learning environment.

Got it!

In venue

Venue

Norwich Central Baptist Church (Norwich)
Duke Street
Norwich
NR3 3AP

Level of study

1

Course overview

Develop essential computer skills for the workplace with our Computer Skills for Work course. Learn how to use common software applications and improve your digital literacy. Ideal for individuals seeking to enhance their employability in today's digital world.

Course description

Computer Skills for Work is designed to help individuals develop the digital literacy skills necessary for modern workplaces. This course covers essential IT skills, including using common software applications like word processors, spreadsheets, and presentation tools. Participants will learn how to manage files, use email effectively, and navigate the internet safely. The course includes practical exercises and real-life scenarios to ensure students gain hands-on experience and confidence in their IT abilities. By the end of the course, participants will have a solid foundation in essential IT skills, enhancing their employability and ability to thrive in a technology-driven environment. This course is ideal for anyone looking to improve their digital literacy and prepare for the demands of the modern workplace.

What financial support is available?

We don't want anything to stand in your way when it comes to bringing Adult learning within reach so if you need anything to support you to achieve your goals then speak to one of our education experts during your enrolment journey. Most of our courses are government funded but if you don't qualify or need alternative financial help to access them then let us know.

What other support is available?

All of our digital content, teaching and learning activities and assessments are designed to be accessible so if you need any additional support you can discuss this with the education experts during your enrolment journey and we will do all we can to make sure you have optimal access.

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