



DIGITAL LEARNING FOR BEGINNERS

WANT TO:

Improve your IT skills
and your job
opportunities?



Set up and use email and the icloud?

Use the internet to search for information?

Use basic Word to create letters, CV's etc.

We can help with **FREE** IT training and support for beginners at the NOAH Training and Employment Academy in High Town, Luton. Learn at a comfortable pace in a relaxed and friendly environment.

Funded by



Skills Funding
Agency

Funded through The Bedfordshire and Luton Community Learning Trust



Luton
Adult Learning

COURSE INFORMATION

This four week course runs on Monday and Wednesday mornings, teaching learners the basics of IT and helping them to get online.

Course start dates for 2017—18 are as follows:

- **Wed 02/08/2017**
- **Wed 31/01/2018**
- **Mon 04/09/2017**
- **Wed 28/02/2018**
- **Mon 02/10/2017**
- **Wed 28/03/2018**
- **Mon 30/10/2017**
- **Mon 30/04/2018**
- **Mon 27/11/2017**
- **Mon 04/06/2018**
- **Wed 03/01/2018**
- **Mon 02/07/2018**

Each week will include two 3hr sessions through which you will be guided through the following areas:

- Opening and saving documents
- Using Word and Excel to create letters and CV's
- Setting up and using an e-mail account and online storage
- Using the internet to search for jobs and to upload your CV

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Charity Registration Number 1059672

Course information updated 13/07/2017