



**Struggling to apply for jobs
using computers?
Can't send your CV in an email?**

This is the course for you!

ICT for Job Seekers

**A two-day course that will equip you with
real skills needed to apply for jobs
in today's online job market.**

**To apply call us on 01274 308 707
For course start dates visit www.forster.ac.uk**





ICT for Job Seekers

(Fast Track Entry 3 Award in Using ICT)

Course description:

ICT for Jobseekers is a fast track two-day course will help you to:

Create and edit documents in Microsoft Word

Send and receive emails

Attach documents to an email

Use a USB memory stick

Search for jobs online

Upload documents to websites



Who should attend?

No formal qualifications are required for this course but learners should have a basic knowledge of ICT e.g. be able to turn a computer on and off, know how to use a keyboard and mouse or have used the internet & email before. Learners should also have a reasonable level of English speaking & writing. Beginners or learners lacking confidence in using ICT should enrol on Computer & Online Basics prior to starting this qualification.

What Next?

On completion of this course you will be well equipped with; handbook, a USB memory stick and the skills needed to apply for jobs online. If you are wanting to further your knowledge of ICT then why not try the Level 1 eType or Level 1 Award in Using ICT (ITQ1)

Course Length

2 Full days 9.30 am - 3.30 pm

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* Selected courses only. Subject to funding rules & personal circumstances. Please contact the College for more information.

