ACE IT Skills

IT is everywhere these days, in most jobs and in how you need to job search.

We run a short 3 week course to introduce you to the basics of IT that will help you get your CV on line and help you with your job search.

You travel from basic Entry 3 IT up to Level 1 and gain skills in Word, Excel and Power-point to add to your CV.

Everyone on the course is in the same boat as you are, they are adults and need to know the basics of how to use a computer.

Basic Computer Skills

Call the Skills for employment Team on 01782 227650

sfe@stokecoll.ac.uk

REAL SKILLS FOR **REAL JOBS**

jobcentreplus
Department for Work and Pensions

Department for Education

Skills for Employment: Taylor Building, Cauldon Campus, Stoke on Trent College, Stoke Road, Shelton, Stoke on Trent ST4 2DG

www.stokecollege.ac.uk