



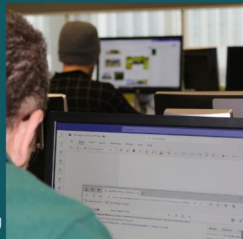
IT

A short course for people experiencing homelessness, or affected by mental health, addiction or justice services

This beginners course will allow the learner to develop skills in using a range of commonly available software including;

- **Microsoft Word**
- **Office**
- **PowerPoint**

Completing in-class exercises and working to a brief you will learn how to navigate documents, use drop down menus and understand the language used when creating documents. These skills will be helpful in every day life allowing you to feel confident when approaching online forms or documents.



On completion of the course you will have the option to achieve SCQF Level 4- 3 units in IT

When: Tuesday 25 August, 1-3pm for 16 weeks

Where: The City of Glasgow College, Cathedral Street, Glasgow G4 0RF

BOOK NOW



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text Adam on 07903263261

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