

THE NOAH ACADEMY

TRAINING AND EMPLOYMENT



IT FOR WORK AND LIFE

DO YOU 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 and a CV?



We can help with **FREE** IT training and support
for beginners at: **Grove Theatre, Grove park, Court
Drive, Dunstable, LU5 4GP**

**Learn at a comfortable pace in a relaxed and
friendly environment**

This course is **FREE** and funded through Bedford Borough Council, Central Bedfordshire Council, the Skills Funding Agency and the European Social Fund.



Central Bedfordshire Council
and Bedford Borough Council
working together



COURSE INFORMATION

This four week course runs on Tuesday and Friday mornings 9.30am –12.30pm, teaching learners the basics of IT and helping them to get online.

Upcoming course start dates are as follows:

Tuesday 16th January 2018

Tuesday 20th February 2018

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

- Opening and saving documents
- Using Word 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

Interested? Contact us today!

01582 726152

academy@noahenterprise.org

NOAH Academy, 20-22 High Town Road, Luton LU2 0DD.

Charity Registration Number 1059672

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