

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: **Leighton Buzzard Library, Lake Street, Leighton Buzzard LU7 1RX**

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 Wednesday and Friday afternoons 1pm—4pm, teaching learners the basics of IT and helping them to get online.

Upcoming course start dates are as follows:

- Wednesday 17th January
- Wednesday 21st February
- Wednesday 25th April

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

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Charity Registration Number 1059672

Course information updated 24/11/2017