



## COURSE OUTLINE

<b>Name of course:</b> IT for Employability	<b>Course dates:</b> 10/01/2011 to 20/03/2011
<b>Tutor:</b> Mohamed Omar	<b>Day:</b> Tuesday
<b>Venue:</b> Sidings Community Centre	<b>Time of class:</b> 1 pm to 3 pm

### 1. Who is the course for?

For people wanting to get back into work or for those applying for their first job.

### 2. What will you learn?

This course will introduce you to all the main functions of using a computer. Including: using the internet to search for a job, how to send and receive emails and how to create your CV or other documents using WORD. You will have the chance to set yourself up with your own email account and improve your chances with employment.

### 3. What can you expect to achieve? By the end of the course you should be able to...

- Write a document using a word processing software
  - Navigate the Internet and use search engines
  - Create and design your own CV
  - Write an effective Covering Letter
  - Use the Internet to search for job opportunities
  - Apply for jobs online
  - Improve your interviewing skills
- Please note that self learning will play an important part of the course

### 4. What can you go on to do next?

With all the basic skills you can go onto any of our other computer courses, which could include: Setting up a website using WORDPRESS, Using Digital Cameras, Spreadsheets, etc...

### 5. Will you need to buy anything? (e.g. certification, materials, equipment or books)

NO