

**BUILDING
FUTURE: S EAST
GENERATION.**
RETRAINING PEOPLE.
REBUILDING COMMUNITIES.



Interested in improving your IT Skills and want to gain an accredited qualification?

Why not check if you're eligible to enrol on an IT course at Building Futures East today?

City & Guilds Level 1 Award for IT Users – ITQ (For people who would like to improve their IT skills)

This course includes the following units to offer a balanced award that covers a range of IT skills applications that would be needed in everyday activities and the working environment:

- Improving Productivity using IT
- Using the Internet for finding and sending information
- Producing simple word processed documents

Attendance required every Thursday 9.30am-12.30pm

Venue: Building Futures East, Low Yard, White Street, Walker NE6 3PJ

Induction: 26th January 2012

Start date: 2nd February 2012

End date: 15th March 2012

Please note: For college enrolment you must bring proof of benefit and photo ID when attending induction failure to do this may result in your place on the course being withdrawn.

Enrolment on this course will entitle you to student discount in many places.

For further information, please contact,

Judy or Natalie on

Telephone **0191 263 2752** or

email judy.ferguson@buildingfutureseast.org or natalie.lundie@buildingfutureseast.org

