

COURSE DESCRIPTION 2017-18

Course: ICT for Jobseekers	Awarding body: N/A
Tutor: Nicola Gadd	Course length: 5 weeks
Course aims	This course is designed for job seekers that need help with using ICT for job seeking, writing online applications, using Microsoft Word for creating covering letters and updating your CV and knowing how to create a presentation for an interview. The course will also include using email for uploading and downloading attachments and will touch upon file management. The course will cover using a variety of online job sites such as The Universal Job Match, CV Library, Indeed and registering and uploading your CV and covering letter.
Course objectives:	By the end of this course you be able to: <ol style="list-style-type: none"> 1. Register for a variety of job sites and know how to use these 2. Be able to use email effectively for downloading attachments and sending your CV and covering letter 3. Be able to copy and paste content from your CV onto an online or paper copy Job Application 4. Be able to use Microsoft Word to create cover letters and update your CV, format your CV and present this professionally 5. Be able to create a simple presentation which can be used at an interview
Course content:	Includes the following: <ul style="list-style-type: none"> • Learn how to search for jobs online and register to use a variety of job sites • Upload covering letters and your CV to a variety job sites and large organisation websites • Copy and paste content from your CV to applications online and paper based • Use Microsoft Word for formatting your CV, setting up tabs and bullets, changing margins, justification, checking for errors, saving and printing • Set up email alerts when any new jobs matching your CV are posted, use email to forward your CV to employers, download applications from email, upload completed applications • Manage files and folders on the computer, via Google Drive, One Drive, Dropbox and other online storage facilities • Use Microsoft PowerPoint to create a simple presentation that could be used in an interview to promote an idea or opportunity. <p>For learners who do not currently have a comprehensive CV, we will recommend that you see a member of the CLIP team who will help you build your up-to-date CV.</p> <p>If you don't have an email account, we will help you set one up.</p>

Teaching and learning methods:	Topics will be covered using demonstrations, instructions, hand-outs and practice. One to one help will be available during the practice sessions.
Course level/entry requirements:	Some prior knowledge of using a computer is beneficial but having some very basic IT skills would be beneficial
How progress is checked during course:	Progress will be checked through feedback from lessons and discussion about the previous topic. One to one discussions with the tutor will also be available.
Extra study or practice required at home?	No homework but learners are recommended to attend our weekly job club sessions for continued support with looking for employment
Formal course accreditation? If yes, how is the course assessed?	No formal accreditation – learners will receive a CLIP course certificate
Materials you will need to bring to the course:	Your email address and your log in details for any job sites you are currently using. Access to your CV either from a memory stick or from a job site.
What can I do next?	Further learning in IT which will help you develop your IT skills and feel more confident with every day to day tasks, including job search e.g. Computing for Improvers

Information, Advice and Guidance sessions are available on request (it is best to make an appointment). If you feel you may need some support e.g. with English, Maths or ICT, please ask.

To get in touch, please call your local CLIP Learning Centre (see below) or email info@cliplearning.com

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