



# Computer Skills Training

## CST-08-ITC

### Course Title

Information Technology Course

### Course Duration

5 Days

### Pre-Requisite

Previous Computer knowledge not essential

### About The Programme

Our IT course consists of 4 modules which will define the skills and competencies necessary to be a proficient user of computer and common workplace applications. The course covers both theoretical and practical aspects. Each module is divided into 2 levels and enables candidates to demonstrate the ability to use the applications effectively. Moreover, the course provides candidates with the knowledge of Information Technology and its concepts in everyday life.

### Course Content

- Concepts of Information Technology
- Word Processing
- Spreadsheets
- Presentation

### Certification

Certification by Training Provider

### Minimum Delegates Per Course

5

### Course Commencing

Available on request

### Provider

OPS International Ltd, Manchester

### Other Courses

Production Process

Electrical Training

Mechanical Training

Planning & Control

Instrumentation

Driver Training

Health & Safety

English Language Course



Cert No. 6157

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