UNEMPLOYED AND LOOKING TO GAIN NEW SKILLS?

IT OFFICE SKILLS (STAGE 3)

YouTrain is offering a 6 - 12 week programme which combines certificated employability skills training, IT training and work placement. Learners will work towards SCQF Level 4 Employability Award which includes the following SQA approved courses:

- Building own Employability Skills
- Responsibilities of employment
- Working Safely

Learners will also undertake ECDL Essentials training, which is an excellent introduction to the world of technology. The units covered in this course are:

- IT User Fundamentals
- Using Email and the Internet
- Security of IT Users

Learners who demonstrate an aptitude for IT will have the opportunity to undertake more advanced training.

Training is delivered in YouTrain’s Motherwell and Stirling training centres. YouTrain is easily accessible from bus and rail stations – 5-10 minute walk.

Training will take place 3 days per week 09.30am to 16.30pm.

COST

If you are not currently working you may be eligible for full funding for this course through Skills Development Scotland Employability Fund, which we can arrange for you.

INTERESTED?

For further information and assistance contact Siobhan McFarlane:
Tel: 01786 478 478
Email: siobhan.mcfarlane@youtrain.com
UNEMPLOYED? COMPLETE A MICROSOFT IT COURSE!

IMPROVE YOUR MICROSOFT OFFICE SKILLS (STAGE 4)

YouTrain is offering a training programme aimed at individuals who are looking to increase their IT desktop skills with the aim of securing employment. The programme runs in our excellent training facilities in Stirling or Motherwell and enables you to gain advanced IT office skills in some of Microsoft’s most popular office applications:

- **Outlook 2010** - Manage messages, create and format content, manage contacts and calendar.
- **Word 2010** - Produce and format documents with text and image content.
- **Excel 2010** - Manage workbooks and worksheets, formulas and functions.
- **PowerPoint 2010** - Presenting data visually by learning to create slides and transitions.

THE STARTING POINT OF YOUR IT CAREER (STAGE 4)

Microsoft Technology Associate (MTA) is a recommended entry point into IT certification and job preparation. Pass just one exam, and you’ll earn a certification, taking your first step toward a career in technology. The course includes:

- **Windows Operating System Fundamentals** - Understanding configurations and maintenance, installing and upgrading.
- **Networking Fundamentals** - Understanding Network infrastructures, hardware, protocols and services.
- **Security Fundamentals** - Learning to secure operating systems, security layers, network security and security software.

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