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Leicester College

Introduction to Computing Beginners

Course Overview

This non-accredited course runs from City Skills Centre, each Wednesday, 9:45 - 12:15 for 9 weeks, starting on Wednesday 30 April and finishing on 9 July 2025.

 This is a tutor led beginner's course. This course is suitable for those who have only a little or no experience of using a computer.

What you will learn

During this course you will learn the following skills:

 - Identify key computer hardware and software
 - Develop your keyboard skills
 - Use the Desktop
 - Create, edit and save files
 - Use a search engine confidently and effectively
 - Using email to send and receive
 - Using word processing software to create simple documents
 - Keeping safe online.

Entry Requirements

This course is designed as an introduction to computing skills and is suitable for those that have not completed a computing course or used a computer before.

 You must be aged 19+ and be able to complete a short workbook on a weekly basis with the help of your tutor.

How you will be assessed

There are no formal assessments, exams or coursework. Your tutor will informally assess your progress each week.

 You will receive a certificate of course completion based on your progress in class and attendance.

Course Fees

The cost of the course is £90.00. However, you will not be required to pay a fee for this course if you are in receipt of one of the following benefits:

 - Universal Credit
 - JSA or ESA (Employment and Support Allowance Work Related Action Group)

 There will be no fees if you earn less than £25,000.

Course Progession

You can only complete this course once.

 On completion of this course, you may progress onto our Introduction to Computing Improvers course or one of the other Adult Engagement and Progression courses.

 Your tutor will advise you on the progression routes available to you. Your tutor will advise and discuss the various progression routes available to you. You can also access the College Careers Team to support your progression.

What Happens Next

Apply online via the College website. You will be contacted to attend an interview if required or sent a conditional offer according to the course's entry requirements. You will then be invited to enrol for your chosen course.

Course Details

Course Code	P00462
Start Date	29/04/2026
Study Hours	Part Time
Duration	8 weeks
Campus	City Skills Centre
Level	Other

Apply Here