

Introduction to Computing Beginners

Course Overview

This non-accredited course is delivered at City Skills Centre and takes place every Tuesday from 9:30am to 12:00pm for 9 weeks, beginning on 8 September 2026 and finishing on 10 November 2026. This is a tutor-led introductory course designed for beginners. It is ideal for learners who have little or no previous experience of using a computer and would like to develop their basic computing knowledge, skills and confidence in a supportive learning environment.

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 or over and be able to complete a short workbook each week with support from your tutor.

Course Fees

The cost of the course is £90.00. However, you will not be required to pay a fee if you are in receipt of one of the following benefits: - Universal Credit - Job Seekers Allowance (JSA) - Employment Support Allowance (ESA - Employment and Support Allowance Work Related Action Group) There will be no fees if your annual income is less than £26,800.

Course Progression

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 our other Adult Engagement and Progression courses. Your tutor will discuss the various progression routes available to you and provide advice on your next steps. You can also access support from the College Careers Team to help with 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	P00975
Start Date	09/09/2025
Study Hours	Part Time
Duration	9 weeks
Campus	City Skills Centre
Level	Other

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