

# Introduction to Computing Beginners

## Course Overview

This non-accredited course runs from City Skills Centre, each Tuesday, 9:30am - 12pm for 9 weeks, starting in February and finishing in April. <br /> <br /> This is a tutor led beginners course and is suitable for those who have only a little or no experience of using a computer and looking to learn this new skill.

## What you will learn

During this short course, you will learn the following skills: <br /> <br /> Identify key computer hardware and software<br /> Develop your keyboard skills including shortcuts<br /> Use a desktop computer<br /> Create, edit, and save files using Microsoft software<br /> Use a search engine confidently and effectively <br /> Using email to send and receive<br /> Using word processing software to create simple documents<br /> 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. <br /> <br /> You must be aged 19+ and be able to complete a short workbook on a weekly basis with the help of your tutor.

## 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: <br /> <br /> - Universal Credit <br /> - JSA or ESA (Employment and Support Allowance Work Related Action Group) <br /> <br /> There will be no fees if you earn less than £25,750.

## Course Progression

You can only complete this course once. <br /> <br /> 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. <br /> <br /> 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. <br /> <br />

## 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	P00977
Start Date	03/02/2026
Study Hours	Part Time
Duration	9 weeks
Campus	City Skills Centre
Level	Other

Apply Here