

Introduction to Computing Improvers

Course Overview

This course runs at our City Skills Centre, each Wednesday, 9:45am – 12:15pm for 9 weeks, starting on 5 February and finishing on 9 April 2025. This is a tutor-led improver's course. This course is for those who passed the Intro to Computing Beginners course. It is also for those with some knowledge of using a computer.

What you will learn

During this course, you will learn: Recall and refresh your previous knowledge of using a computer. Creating, editing, and saving folders. Applying formatting to word-processed documents. Using accessibility tools to enhance learning. Use advanced search techniques to find information. Managing the email inbox and folders. Understanding the importance of privacy and security online. Create presentation slides using software. Create a simple spreadsheet.

Entry Requirements

This course is designed as a next-level beginner's course and is suitable for those who have completed the Introduction to Computing beginners' course or already have some knowledge of using a computer. You must be aged 19+ and be able to complete a short workbook every week 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 receive 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 Progression

You can only complete this course once. On completion of this course, you may progress onto our Entry 3 Digital Functional Skills Course or one of the other courses aimed at adult learners. 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	P00461
Start Date	05/02/2025
Study Hours	Part Time
Duration	9 weeks
Campus	City Skills Centre
Level	Entry

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