

## Basic Computer Skills

### Course Overview

In today's digital world, computer literacy is essential for both personal and professional success. This beginner-friendly course is designed specifically for adults looking to build their confidence and skills in using technology. Over the course of several sessions, students will learn the fundamentals of using computers, navigating the internet, managing emails, and working with essential software applications like word processors and spreadsheets. There will always be a member of staff on hand to give individual assistance.

### What you will learn

Whether you are completely new to computers or looking to improve your basic skills, this course will guide you step by step, helping you to become more comfortable with technology and empowering you to confidently engage in a tech-driven world. No prior experience is required—just a willingness to learn. During the course there will be plenty of time for hands on practical experience, with guidance and support from a friendly tutor.

### Entry Requirements

There are no formal entry requirements, however, a reasonable level of literacy is expected i.e. you can write and speak to make yourself understood.

### How you will be assessed

You will complete a variety of short practical and written tasks that will be formally assessed by your tutor to create a portfolio of written evidence.

### Course Fees

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 ESA (Employment and Support Allowance Work Related Action Group) Earn less than £20,319 per annum. Evidence of benefits will be required on the application.

### Course Progression

On completion of this award, your tutor will be able to provide advice and guidance on other online or distance learning courses, or classroom-based programmes. These might include CV writing, interview skills, customer service skills and other short vocational programmes. This qualification will support you to gain employment by improving your confidence. For more detailed advice and guidance about future steps, you can make an appointment with one of our qualified careers advisers who can support you to find the most suitable career path for you and to make the most of your skills and qualifications.

### What Happens Next

Apply online via the College website. You will be contacted to attend an interview if required, or you will be sent a conditional offer according to the entry requirements of the course. You will then be invited in to enrol for your chosen course. For applications via JCP, please let your Work Coach know. Subject to individual eligibility and type of benefit, the vast majority of courses are FREE to people in receipt of an employment-related benefit Universal Credit or ESA (Employment and Support Allowance).

### Course Details

<b>Course Code</b>	P00333
<b>Start Date</b>	Various
<b>Study Hours</b>	Part Time
<b>Duration</b>	1 week
<b>Campus</b>	City Skills Centre
<b>Level</b>	Other

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