

Computing for beginners

Course Overview

This 10-week Computing for Beginners course is designed to introduce or refresh basic computer skills using essential office software. Tailored for beginners and those looking to rebuild confidence with everyday computer tasks, the course offers practical, hands-on learning in a supportive environment. By the end of the course, participants will be able to create documents, presentations, and spreadsheets, as well as understand the fundamentals of online safety.

This course is ideal for anyone new to computing or those who need a refresher in basic office software. Whether you're looking to enhance your employability skills or simply get more comfortable with computer tasks, this course will provide you with the confidence to use key tools effectively.

What you will learn

Weeks 1-3: Microsoft Word Learn the basics of word processing, including formatting text, using templates, inserting images, and saving documents. These sessions will focus on building well-structured documents like letters, reports, and simple flyers.

Weeks 4-6: Microsoft PowerPoint Topics include adding slides, customizing layouts, incorporating graphics, animations, and transitions, as well as tips for delivering impactful presentations.

Weeks 7-9: Spreadsheets (Microsoft Excel or equivalent) Gain foundational spreadsheet skills such as entering data, creating simple formulas, formatting cells, and generating basic charts. This segment focuses on practical applications like organizing information.

Week 10: Staying Safe Online Conclude the course with a session dedicated to online safety. Learn the essentials of protecting personal information, recognising phishing emails, creating strong passwords, and safely navigating the internet.

Entry Requirements

Some familiarity with using a computer with a mouse and menus is required so it's useful to have some knowledge. English language at level 1 is also a minimum requirement.

How you will be assessed

Assessment is done by a variety of different methods such as exercises and practical labs.

Course Progression

Once you have completed this course there is progression to level 1 ITQ and or the ICDL courses. The ICDL (International Computer Driving Licence) is a globally recognised IT certification that equips learners with the skills to use computers confidently and efficiently. It also offers advanced certification for those seeking further expertise. By acquiring these essential skills, you may enhance your opportunities for employment in an office environment.

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 for the course. You will then be invited in to enrol for your chosen course of study. For enrol and pay courses: Once you have decided to take the course, you need to fill in a short student details form online and pay the course fee. Once you have done this, you will receive an electronic confirmation of enrolment and payment.

Course Details

Course Code P00288

Start Date 02/10/2025

Study Hours Part Time

Duration 10 weeks

Level 1

[Apply Here](#)