

## Introduction to Computing Improvers

### Course Overview

This non-accredited course runs from City Skills Centre, each Wednesday, 12:45 – 3:15pm for 8 weeks, starting on 20 November and finishing on 29 January 2025. This is a tutor led improver's course. This course is suitable for those who have completed the Introduction to Computing Beginners course or already have some knowledge of using a computer.

### What you will learn

During this course you will learn: - Recall and refresh 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 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 beginners' course and is suitable for those that 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 on a weekly basis 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 are in receipt of 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 Adult Engagement and Progression courses. 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

<b>Course Code</b>	P00456
<b>Start Date</b>	19/11/2025
<b>Study Hours</b>	Part Time
<b>Duration</b>	8 weeks
<b>Campus</b>	City Skills Centre
<b>Level</b>	Entry

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