

## Basic Computer Skills

### Course Overview

This accredited course runs from City Skills Centre, 6 days over two weeks. This is a tutor-led beginner's course. This course is suitable for those who have little or no experience using a computer and want to be able to be able to job search online, complete a basic online application form, create edit and save simple documents.

### What you will learn

During this course, you will learn the following skills: - Identify key computer hardware and software - Develop basic keyboard skills - Create, edit, and save simple files - Use a search engine with guidance to look for jobs - Use word to create simple documents - Stay safe online.

### Entry Requirements

This course is designed as a short basic introduction to computing skills and is suitable for those who have not completed a computing course previously. You must be aged 19+, able to read and understand English and be able to complete short workbook with the help of your tutor.

### 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 JSA or ESA (Employment and Support Allowance Work Related Action Group) low waged. Evidence of benefits will be required on the application. Call us on 0116 262 5921 for more information on fees.

### Course Progression

On completion of this course, your tutor will be able to provide advice and guidance on other programmes. The qualification will support you to improving your confidence with computers. For more detailed advice and guidance about future steps, you can make an appointment with one of our qualified career advisers who can support you in finding the most suitable career path for you and making the most of your skills and qualifications.

### What Happens Next

Apply online via the College website. You will then be invited to a pre-course information session. 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 JSA, Universal Credit or ESA (Employment and Support Allowance).

### Course Details

Course Code	M00036
Start Date	08/12/2025
Study Hours	Part Time
Duration	1 week
Campus	City Skills Centre
Level	Other

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