

Introduction to Computing Improvers

Course Overview

This non-accredited course is delivered at City Skills Centre and takes place each Thursday from 9:30am to 12:00pm for 9 weeks, starting on 10 September and finishing on 12 November 2026. This is a tutor-led improvers' course, suitable for those who have completed the Introduction to Computing for Beginners course or who already have some basic computer skills and would like to build on their knowledge, skills and confidence.

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 skills and knowledge of using a computer. You must be aged 19 or over and be able to complete a short workbook each week with support from your tutor.

Course Fees

The cost of the course is £90.00. However, you will not be required to pay a fee if you are in receipt of one of the following benefits:

- Universal Credit
- Job Seekers Allowance (JSA)
- Employment Support Allowance (ESA - Employment and Support Allowance Work Related Action Group)

There will be no fees if your annual income is less than £26,800.

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 our other Adult Engagement and Progression courses. Your tutor will discuss the various progression routes available to you and provide advice on your next steps. You can also access support from the College Careers Team to help with 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	P01117
Start Date	09/09/2027
Study Hours	Part Time
Duration	9 weeks
Campus	City Skills Centre
Level	Other

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