

Computers For Beginners



Course Level: Entry Level

Campus: Stafford

Subject Type: Accounting, Business, Esports, Computing & Travel

Course Overview:

Would you like to improve your digital skills for work and everyday life? This course will help you get started and become more confident in using a computer and the internet to remain secure and safe when making online purchases.

What's Covered:

Our tutors will help you to learn all the basics and the key terms you need to starting becoming confident on a computer and online.

Once you progress onto the qualification, you will develop skills in the following five areas:

- Using devices and handling information
- Creating and editing: letters, emails and completing online forms
- Communicating
- Transacting: how to work online with confidence
- Being safe and responsible online

***The daytime course will run from our Newcastle-under-Lyme town centre venue, Keele In Town at 53 Ironmarket, ST5 1PE.**

Entry Requirements:

There are no entry requirements to enrol on this course.

Assessment Information:

To ensure you are on track and understanding of the course, your teacher will use verbal questions, observations and an individual learning plan to monitor your progress against the course outcomes.

Fees and Financial Support:

To be eligible for this FREE course, you must be 19+ and reside in Staffordshire.

Progression:

After successfully completing the initial assessment and independent tasks successfully you will be able to progress onto the Entry Level 3 or Level 1 in Essential Digital Skills qualification.

What else do I need to know?

We will provide the workbooks you will need to bring a pen and paper to take notes and to be able to complete the workbooks during the course.

How do I find out more?

For further information, please call 01782 2542211 or email adult.education@nscg.ac.uk