

# Community Learning: Computers For Beginners



Course Level: Entry Level

Campus: Newcastle

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.

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

## 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

\*This 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 more information email Lucy Hancock at [lucy.hancock@nscg.ac.uk](mailto:lucy.hancock@nscg.ac.uk) or call 01782 254127.