

General Enquiries

Tel: 0161 886 7070

Email: info@trafford.ac.uk Website: www.trafford.ac.uk

Computers for Beginners - Stretford Library

Location	Stretford Campus
Duration	5 weeks
Full/Part time	Part-time
Department	Adult Courses



Course Overview

This is a beginners computing course and is ideal for those with little of no experience of using a computer. The course will cover:

- Parts of the computer and how to use the keyboard and mouse
- How to browse and search the Internet and stay safe and secure online
- Sending and receiving emails

Once a week for 5 weeks, 10:30am - 12:30pm. £70.

Course Requirements

There are no formal entry requirements for this course.

Course Progression

At the end of this course, you can progress on to the Improvers IT E3 course.

This course will build upon your first skills and introduce basic Word processing and Spreadsheets as well as saving and retrieving work.

Course Assessment

There is no formal assessment for this course

Course Finance

£70

Course Additional Information

Part-time

Why choose this course?

These days, almost everything is done online. In order to fully participate and access many important services, utilities as well as socialising, you will need to gain some new skills.

Our learners tell us that while on the course, their confidence greatly increases and actually, learning about the internet and email wasn't as hard as they had thought and they wish they had started sooner.

If you are not sure which course is for you, give us a call on 0161 886 7443 and we will be happy to help you onto the right course.

Who is the course for?

This course is designed for those with no or limited experience of using a computer.