

General Enquiries

Tel: 0161 886 7070

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Beginners IT

Location	Altrincham Campus
Duration	5 weeks Wednesday 16th September - 14th October 2020. 10:00am - 12:00pm.
Full/Part time	Part-time
Department	Adult Courses



Course Overview

This short course is designed for those with little or no experience of using a computer. Sessions are delivered at a comfortable pace within a supportive environment.

You will learn about the basic components of a P.C. and how to use Microsoft Word to produce word processed documents. You will become confident in editing text, copying & pasting and creating files.

Due to current guidelines governing social distancing, courses may need to be delivered via a combination of online and classroom based activities.

Course Requirements

No prior knowledge required. Just enthusiasm and a willingness to participate.

Course Progression

You may wish to progress onto the I.T. Improvers course which can lead to a qualification.

Course Assessment

No formal assessment

Course Finance

£70. No charge if in receipt of an eligible benefit or earnings of less than £16,105 per annum.

Course Additional Information

Part-time