General Enquiries
Tel: 0300 300 0090
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STOCKPORT
COLLEGE

Beginners IT

Location	Stockport College
Course Type	Adult
Department	Computing
Start Date	Friday 24th January 2025
Duration	Part-time, 6 Weeks
Time	10:00 - 12:00
Fee	£ 30.00 You may be eligible for support with your tuition fees - please visit the college website - funding and finance page for further information
Course Code	SPQ-CYXZ-1021

Course Overview

This short course is designed for individuals who possess limited to no prior experience in computer usage. Our sessions are delivered at a comfortable pace within a supportive environment.

Course Requirements

Participants are not required to possess any previous knowledge or expertise. We welcome individuals with a genuine enthusiasm for the subject and a willingness to actively engage and contribute.

What You Will Learn

During this course, you will acquire knowledge about the fundamental elements of a personal computer (PC) and develop proficiency in using Microsoft Word for the creation of word-processed documents. You will gain confidence in tasks such as text editing, copying and pasting, as well as the creation of new files.

Assessment

No formal assessment

Progression

Upon successful completion students may wish to progress onto the IT Improvers course which can lead to a qualification.

Career Options

Completing a beginners IT course can open doors to various career options in today's digital-centric world. These skills are highly valuable and sought after across numerous industries. Here are some career paths and opportunities after completing a beginners' digital skills course:

Telecommuting Opportunities
Email Marketing Specialist
Digital Sales Representative
IT Support Specialist
Customer Support Specialist

Mandatory Units

There are no mandatory units

Contact Details

For further information please contact T: 0161 886 7070 or E: info@trafford.ac.uk

Disclaimer

Although every care has been taken to ensure that the information contained within this document is accurate, there may be changes to this programme and provision. We will endeavour to keep prospective and current students updated where appropriate and when the information becomes available.