

# Get Ready for... Computing for the Beginner

**Qualification:** Certificate **Subject Area:** Pre-Employment **Level:** 0 **Duration:** 3 weeks **Attendance details:** Part Time, Short Course **Location:** Bede

## Course Information

### Who is this course for?

This course is suitable for anyone who is actively seeking employment and has no/limited ICT skills.

### What do you need to apply for the course?

This course is suitable for anyone aged 18 or over who is unemployed, eligible to work in the UK and who is claiming JSA or ESA (WRAG) or other benefits such as income support, housing, council tax, pension credit or an unwaged dependent. People aged 18 or over who are not in receipt of a benefit are also welcome to apply.

**Anyone who falls outside of these categories is also welcome to contact the Pre-employment Team for details.**

### What are the key things you'll learn?

This programme is ideally suited for those who are new to using ICT and who wish to gain accreditation for their newly acquired ICT skills.

It has been designed to be accessible to learners who are entirely new to using ICT and therefore no prior experience or knowledge of ICT is required.

It is designed for those who can barely switch a computer on, this will help people who realise they need to understand a little in order to apply for jobs or work in many roles. The course starts from the beginning and introduces the use of a computer in easy to understand terms.

The course is developed to develop the skills employers are looking for.

The course recognises students' practical skills in using information technology to carry out straightforward tasks in a range of vocational contexts.

The course is flexible and has a unit-based approach, which allows students to work towards individual units such as word processing, Internet and search functions.

### **How will you learn?**

This course is taught through classroom based theory lessons, interactive activities, group work and observations.

### **Where could this course take you?**

After successfully completing the course you will have the skills required to gain an entry position in a role requiring the use of I.T or progress on to further study in the field, distance learning or apprenticeship.