

## Course Information Sheet 2025/26

### Work & Wellbeing Non-Qualification Course

<b>Course title:</b>	<b>Essential Everyday Computer Skills – Entry 1</b>		<b>Code: B506</b>
<b>Tutor:</b>	Fiona Dutton		
<b>Day &amp; Time:</b>	<b>Friday 9.30am to 11.45</b>		
<b>Start &amp; End Dates:</b>	<b>Term 2 09/01/2026 – 27/03/2026</b>		
<b>Number of sessions:</b>	11 sessions		
<b>Venue:</b>	Bury Adult Learning Centre		<b>Room No: 20</b>
<b>Learner numbers:</b>	Minimum	Maximum	
	14	14	
<b>Costs:</b>	Full Fee		Discounted Fee
	£81.68		Free

#### What will I learn on this course?

This is a beginner level course designed for people with little or no experience using a computer. It will help you develop essential everyday computer skills that you can use at home, for leisure, at work, or in further learning.

By the end of the course, I will be able to:

- Use a computer safely
- Access the internet and find information
- Understand how to use email safely
- Log into an email account
- Open and read an email, reply to an email
- Open Word documents
- Enter and correct text in Word documents
- Use information from an email to make changes to a Word document

#### Additional information

- Basic literacy skills are required for this course.
- No ICT skills are required for this course.

These courses aim to help people improve their wellbeing and gain the confidence to move into further learning and work, if appropriate. Courses offer a great starting point to develop new skills, gain confidence, improve general wellbeing or adapt to life changes.

Some courses may require a pre-course informal meeting.

Before you enrol on a course, advice and information is available to help you decide on the right course for you. Contact Learner Services on 0161 253 7501 or e-mail at [learner.services@bury.gov.uk](mailto:learner.services@bury.gov.uk).

### **What will I need to provide myself?**

Regular attendance is essential for you to succeed.

Your tutor will discuss materials further at the first class.

**Please check that the class is running before buying anything.**

### **What could I do next?**

- ✓ **Essential Everyday Computer Skills – Entry 2**
- ✓ **Introduction to ICT Skills – Entry 3**

From this course you could progress onto English, maths, IT or another course within our Work & Wellbeing programme to develop further your skills for work. Alternatively, if you wish to pursue a hobby or develop a new skill you could progress onto one of our creative courses.

Your tutor will be able to advise on the options available to you in their subject. If you would like to speak to someone about moving on, please ask your tutor to refer you to Learner Services or contact them directly on 0161 253 7501 or e-mail at [learner.services@bury.gov.uk](mailto:learner.services@bury.gov.uk).

### **Can I get extra help?**

Support with English and Maths is available. For more information, please contact Learner Services on 0161 253 7501.

Extra support is available for those learners who have sensory, physical or cognitive impairments, neuro-divergent or with mental health conditions.

### **Help with paying for your course**

You may be entitled to a reduced fee for your course if you claim a benefit. Please refer to the course guide or ask at the centre for more details. You will be asked to produce evidence on enrolment.

### **How to enrol**

Phone: 0161 253 5772

Call into: Bury Adult Learning Centre, 18 Haymarket Street, Bury, BL9 0AQ

**Please keep your copy of this information sheet. It will be useful throughout your course.**