

Course Information Sheet 2025/26

Work & Wellbeing Non-Qualification Course

Course title:	Essential Everyday Computer Skills – Entry 2		Code: B509
Tutor:	Fiona Dutton		
Day & Time:	Friday 9.30am to 11.45am		
Start & End Dates:	Term 2 24/04/2026 – 10/07/2026		
Number of sessions:	11 sessions		
Venue:	Bury Adult Learning Centre		Room No: 20
Learner numbers:	Minimum	Maximum	
	14	14	
Costs:	Full Fee		Discounted Fee
	£81.68		Free

What will I learn on this course?

This is a friendly starter course for people who are new to computers. You don't need any experience. We will help you learn simple computer skills you can use at home, at work, or in everyday life.

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

- Turn on and use a computer safely
- Find, open and save your work
- Move information from one document to another
- Make simple posters, letters and tables
- Check your work and fix mistakes
- Add pictures, logos and WordArt
- Move and resize images on the page
- Send and read emails
- Use information from an email to update a 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.

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?

- ✓ **Introduction to ICT Skills – Entry 3**
- ✓ **Beginners Microsoft Word**
- ✓ **Beginners Microsoft Excel**

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.

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.