BURY ADULT LEARNING SERVICE
LEARNING FOR LIFE & WORK
LET'S DO IT!

Course Information Sheet 2026/27
Work & Wellbeing Non-Qualification Course

Course title:	**Building your Computer Skills**		**Code: B522**
Tutor:	Fiona Dutton		
Day & Time:	**Friday** 1.00pm to 3.30pm		
Start & End Dates:	**Term 2** 15/01/2027 – 16/04/2027		
Number of sessions:	10		
Venue:	Bury Adult Learning Centre		**Room No: 15**
Learner numbers:	Minimum	Maximum	
	9	11	
Costs:	Full Fee	Discounted Fee	
	£85.00	Free	

What will I learn on this course?

This course is for learners who have completed Getting Started with Computers or who already have some basic computer skills. Building on your existing knowledge, you will develop your confidence in using computers for everyday tasks, learning and employment.

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

- Use a computer safely and independently
- Find, open, save and organise your work
- Use folders to store and locate documents
- Copy and move information between documents
- Send, receive and manage emails
- Use information from an email to update a document
- Create and format simple letters, posters and tables
- Add and edit pictures, logos and WordArt in documents
- Move and resize images to improve the layout of your work
- Check your work and correct mistakes

You will also learn how to:

- Improve the appearance of documents using formatting tools
- Organise information clearly using tables and images
- Work more confidently with Microsoft Word
- Use computer skills independently in everyday situations

Additional information

This course is designed for people who are looking for employment, voluntary work, further education, or who are preparing to enter the workplace. The course will also help to improve confidence and support wellbeing.

Before you enrol, advice and information is available to help you decide on the right course for you. Contact 0161 253 5772 or email at buryadultadmin@bury.gov.uk

Joining requirements

- No prior relevant experience required; however, a pre-enrolment interview is required to determine your skills level and make sure it is the right course for you.
- You will need to have a good understanding of the English language to understand verbal and written instructions.
- If you are an ESOL learner, you must have at least an Entry 2 qualification or be able to demonstrate proficiency at this level.

What will I need to provide myself?

Regular attendance is essential for you to succeed. Bring a notepad, folder and pen with you to class. Your tutor will discuss materials further at the first class.

What could I do next?

- Using Computers with Confidence

Also, where needed, 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.

Department of Corporate Core Services
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