



First Steps in Office Computer Skills

WHY TAKE THIS COURSE?

Do you want to learn computer skills that are expected in an office environment but not taught on conventional computer courses? These skills are usually left for you to learn for yourself once in the workplace.

WHAT ARE THE KEY TOPICS IT WILL COVER?

You will study and learn how to compose documents, mail merge, setting up templates, setting passwords on files, file management and basic database creation and, depending on network availability, personal management and email techniques.

WHO WILL THE COURSE SUIT?

Whilst these skills are useful (and maybe essential) in the workplace, they can be equally useful in your home life as they can be used in every situation where efficient personal organisational systems are needed. You must be 19 years old or above to do this course.

IS THERE A QUALIFICATION AT THE END OF THE COURSE?

No. There are no formal assessments but you will each be given an Individual Learning Plan on which you will find key objectives for the course. You will be asked if you have any of your own personal learning objectives and your tutor will try to accommodate these topics if at all possible. We will ask you to review your learning to make sure that everything on the course is meeting your expectations. You will receive a Certificate of Attendance which details the topics you have covered.

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