

OCR ICT Skills for Life (15 weeks)

This beginner's course is great for people that are new to computers and it's a great starting point to enable people to get online for the first time within an interactive and fun environment.

The course starts with how to switch on a computer and use a mouse and then moves onto how to open files and create basic documents. You will be introduced to the World Wide Web, search for information and shop online. Finally you will learn how to write and send emails.

The course welcomes people from all ages and backgrounds. It is a beginner's course so you do not need any experience at all!

The course can only run upon sufficient enrolments.

"Learn how to ..."

- **Basic IT Skills**
 - *Switch on computer*
 - *Use the computer properly*
 - *Use the mouse*
 - *Understand the window screen*
 - *Use the Help function*
 - *Shut down the computer system*
- **Connect to the Internet**
 - *Surf the web*
 - *Explore the navigation toolbar*
 - *Use on-line forms and services*
 - *Understand financial and personal data issues*
 - *Explore how to purchase on-line*
- **Create a Document**
 - *Enter data and check for accuracy*
 - *Insert and position different images*
 - *Save, print and close a document*
 - *Retrieve and edit an existing document*
 - *Align and format text*
- **Use Email**
 - *Understand the concept of email*
 - *Follow recommended safe practices*
 - *Set up an email account (e.g. free Hotmail accounts)*
 - *Create and send emails*
 - *Attach files*
 - *Delete emails*

The course includes:

- ✧ *Up to 30 hours of tuition*
- ✧ *Tutor led and self directed learning*

FAQ

Where do I go? Lowestoft College - room to be confirmed upon enrolment.

When can I start? Wednesday 10am to 12.15pm

How much is it going to cost me?

Full course: £199 + £45 registration and certification

All fees are payable in full prior to start of course/module.

Do I need to bring anything with me? Notepad and pen.

*****This will be subject to sufficient enrolments*****

It is the policy of this College that all people are entitled to equality of opportunity in education and training. Please note that all the details on this factsheet were correct at the time of printing and may be subject to change.

If you would like a factsheet in larger print or alternative format, e.g. Braille or audio tape, please contact Study Skills Support on (01502) 525191