

Skills for Life through IT

Level 1 Literacy qualification

This **FREE** course is specially developed to cater for those with little or no experience of computers, Internet and Email. It is aimed at complete beginners and is open to everyone regardless of status, education, age, ability or understanding. The main benefits of this course are:

- *It is a fun, informal and uncomplicated introduction to computers, the Internet and Email for complete beginners.*
- *It is designed to build confidence and provide a basis to encourage further exploration and development of computers, the Internet and Email skills.*

As part of the **Skills for Life strategy**, this programme will also consider Literacy throughout the course. It will give learners the opportunity to improve or refresh their Literacy skills in order to succeed in other qualifications, or in life and at work. A **compulsory** part of this course is an online multi-choice Literacy exam.

This ICT programme includes:

- *Word Processing*
- *Internet*
- *Email*

During your course you will also be expected to study at home/work or during the available self-study sessions in the College's Learning Resource Centre.

The course includes:

- *Up to 30 hours of tuition for the full programme*
- *An individualised learning programme*
- *Self directed learning*
- *Email tutor feedback and support*

Once you have completed the course you will be able to progress onto ECDL Level 1 (see ECDL Level 1 fact sheet).

(Times and availability detailed overleaf)

FAQ

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

When can I start?

(An initial interview will need to be arranged before enrolling).

Classes: Monday 10am to 12.15pm.

How much is it going to cost me?

Full course: FREE

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

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

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