



*“Giving you the advantage”*

If you would like to request this in another language or in larger print please contact 01623 499200 or email [samanthaw@skillsuk.org](mailto:samanthaw@skillsuk.org)

**Courses available for home study:**

**Level 1, 2 and 3 Digital Literacy** - These courses cover the following topics:

- what is digital literacy
- what is media literacy
- software and operating systems
- organising files and folders
- taking advantage of technology
- internet safety
- researching and using information from the internet

Functional Skills are available at Entry Level 1 to Level 1 but are delivered through classroom sessions and not available for home study.

For further information regarding costs, location and duration of any of the courses please contact the office on 01623 499200.

Please enquire for costs as there may be funding available to offset all or some of the costs.