

## Free Courses at Easton College

### Literacy Courses

Level 1 is equivalent to a grade D GCSE and Level 2 is equivalent to grade B GCSE. The course is aimed at situations which may be encountered during everyday life, such as the writing of a formal letter, a personal CV or general grammar and punctuation of text.

### Numeracy Courses

Level 1 is equivalent to a grade D GCSE and Level 2 is equivalent to grade B GCSE. Again, the course is aimed at situations you are likely to come across, such as 15% off in the supermarket, or how much carpet to buy for a lounge floor.

### Information Technology

Both the literacy and numeracy courses are taught using the computer; this is how the information technology (IT) qualification can be gained. It covers areas including email, internet, Microsoft Word and Excel.

Assessment of all the courses, whether it be level 1 or 2 is done on the computer. There are 40 multiple choice questions which have to be answered, and a pass or fail result is given instantly. If for what ever reason a student fails, they are able to re-sit the test as many times as they require. A tutor can also see from a failed test where the student has made mistakes so these areas can be practiced if necessary.

The duration of the courses is two hours per week for 8 weeks. This is the case if a student chooses to do one course, or all three.

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**Please complete the slip below and return to:**

**D. Capleton, Easton College, FREEPOST, Norwich, Norfolk, NR9 5BR (or phone 01603731202)**

1. **Name:** \_\_\_\_\_

2. **Address:** \_\_\_\_\_

\_\_\_\_\_ **Postcode:** \_\_\_\_\_

3. **Contact Telephone Number:** \_\_\_\_\_

4. **Course(s) you wish to join** (please tick):

Level 1 Literacy  OR level 2 Literacy

Level 1 Numeracy  OR Level 2 Numeracy

Entry Level IT

5. **Session you wish to join** (please tick):

Starting on Tuesday 23<sup>rd</sup> March 2010 5.30pm-7.30pm

(and then on the following dates between 5.30pm-7.30pm:

30<sup>th</sup> March, 20<sup>th</sup> April, 27<sup>th</sup> April, 4<sup>th</sup> May, 11<sup>th</sup> May, 18<sup>th</sup> May, 25<sup>th</sup> May)

Starting on Wednesday 24<sup>th</sup> March 2010 5.30pm-7.30pm

(and then on the following dates between 5.30pm-7.30pm:

31<sup>st</sup> March, 21<sup>st</sup> April, 28<sup>th</sup> April, 5<sup>th</sup> May, 12<sup>th</sup> May, 19<sup>th</sup> May 26<sup>th</sup> May)

**Easter Break is between 2<sup>nd</sup>-18<sup>th</sup> April 2010; No courses will run during these dates.**