

Award in IT User Skills (ECDL Essentials) BCS Level 1 (ITQ)



INTRODUCTION

ECDL Essentials is a level 1 qualification and has been designed to give users a basic introduction to computing with relevant skills in using the basic tools required for an IT user today

The qualification is made up of 3 modules, each assessed by a short test.

IT User Fundamentals

- Learn basic computer operations
- Recognise and understand the Windows desktop
- Learn how to organise and manage files and folders
- Print a document

Using E-Mail and The Internet

- Use Email to send and receive messages
- Learn how to organise messages
- Learn how to create folders and address books
- Learn how to navigate and search for information using the Internet.
- Learn how to complete forms on the internet
- Print a web page

IT Security for Users

- Understand about computer system security
- Understand the importance of confidentiality and secure use of your computer
- Learn how to protect your computer from viruses and unwanted emails

HOW LONG WILL IT TAKE

Each unit is expected to take about 20 hours. You will study at your own pace, booking sessions at times convenient to yourself.

*Although we would expect you to commit to a **minimum of 1 session a week**, experience has shown us that students who attend for 2 or more sessions a week are more likely to complete and achieve the course. Based on an average of 2 sessions a week the course should be completed in about 4 months.*

ENTRY QUALIFICATIONS

There are no formal entry requirements.

WHERE COULD IT LEAD

People who complete this course will acquire IT skills over a range of the most popularly used computer applications. These are useful in a wide range of work environments. This qualification will allow for progression to BCS Level 2 Certificate (ECDL Extra) and will complement other vocational qualifications.

FEES

Information Technology courses at Boston College are reasonably priced, and are frequently offered at special rates. Please contact your nearest Learning Centre for the latest fees information.

ADDITIONAL INFORMATION

Where courses last for more than one year, only the first year's fees are shown

HOW TO APPLY

You can apply for this course by applying [online](#), by filling out an application form from the College prospectus or by contacting the Information Officer on 01205 313218 for further information.

The Information on this Course Information Sheet is correct at time of print, but can be subject to change at anytime.