Making it easy
Computer and Online Basics

bcs.org/basics
The confidence to get online

The latest figures from the Office of National Statistics show that there are still 7.1 million adults in the UK who have never used the internet*. As more services are moved online and the cost of physical interaction rises, it's vital that we provide support for those who have so far avoided computers and the web.

Computer and Online Basics is the unique and easy solution. This innovative qualification is designed to give absolute beginners the confidence and the skills they need to safely use a computer and get online.

*Internet access quarterly update, 14 August 2013

Accessible skills
Computer and Online Basics is delivered using a high quality, paper workbook – a familiar format for learners which is easy to follow. The workbook guides them, step by step, through the learning and allows them to develop their understanding and confidence at their own pace.

There is no exam at the end. Instead learners verify their understanding by completing simple tasks as they progress through the workbook, writing answers to questions within the book. To achieve their qualification, they simply complete the workbook to the satisfaction of the tutor.

Easy to learn, easy to deliver
For training providers, Computer and Online Basics couldn’t be simpler to deliver. Its unassuming approach supports learners in overcoming their fears and, with minimal guidance from the tutor, learners are soon completing tasks on a computer and discovering the benefits of getting online.

The workbook format provides the tutor with clear and complete evidence of learning activity. As a good-quality single source, it is easy to store, hand out and manage – and a handy reference tool for learners to take away with them at the end of the course.

This delivery method is suitable for mixed-ability classes and drop-in sessions, where individuals require varying degrees of support, with some working largely on their own.

What’s covered?
Computer and Online Basics begins by explaining the basic elements of a computer before introducing the desktop, basic word processing skills, the internet and email.

For learners who already have basic computer skills but lack the confidence to get online, Online Basics can be delivered on its own as a reduced course.

For further information visit bcs.org/basics

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Many unemployed adults are finding that they would have benefited from IT training at school, as the importance of using IT to search and apply for employment electronically becomes apparent to them.

BCS approved centre

‘Many unemployed adults are finding that they would have benefited from IT training at school, as the importance of using IT to search and apply for employment electronically becomes apparent to them.’
BCS Computer and Online Basics

For absolute beginners, Computer and Online Basics is the ideal way to get started on a computer and the internet. Online Basics offers a shorter course for those who have used a computer before but have not had the confidence to go online.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Computer and Online Basics*</th>
<th>Online Basics**</th>
</tr>
</thead>
<tbody>
<tr>
<td>QCF level /credit value</td>
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Topics covered

- Computer basics
- Introduction to the desktop
- Introduction to documents
- The World Wide Web
- Email

*BCS Entry Level Award in Computer and Online Basics (ITQ) (Entry 3) (QCF)
**BCS Entry Level Award in Online Basics (ITQ) (Entry 3) (QCF)

Like to know more?
For more information about delivering Computer and Online Basics visit bcs.org/basics

Getting in touch
Email your details to bcssales@hq.bcs.org.uk and we'll contact you to discuss your requirements.

The benefits of becoming a BCS approved centre
BCS, The Chartered Institute for IT, is the global awarding body for IT. We are committed to raising the standards of digital literacy within society so that everyone is able to benefit from developing technology. When you partner with us, you gain access to exclusive benefits and tools designed to support your customers and your business. Our dedicated account management team is on hand to assist you whenever and wherever you need us.