



# Now, it's easy...

## Computer and Online Basics

Easy to learn, teach and administer

# Computer and Online Basics

## An accessible computer and internet qualification for absolute beginners

### Easy to learn...

According to the Office of National Statistics, there are nearly nine million people in the UK who have never been online.

For these people, paper-based course material (rather than online training) is both immediately accessible and comfortably familiar.

Computer and Online Basics comes in a single, professionally designed and bound workbook that is clear and easy to follow. It sits beside the learner as they work through its carefully staged activities, writing answers to questions in the workbook as they go.

There is no exam to worry learners as satisfactory completion of the workbook is enough to gain the qualification. They can then take home the workbook as a handy reference for implementing their new skills.

For learners who already have basic computer skills, Online Basics is a reduced course that gets them online.

### Easy to teach...

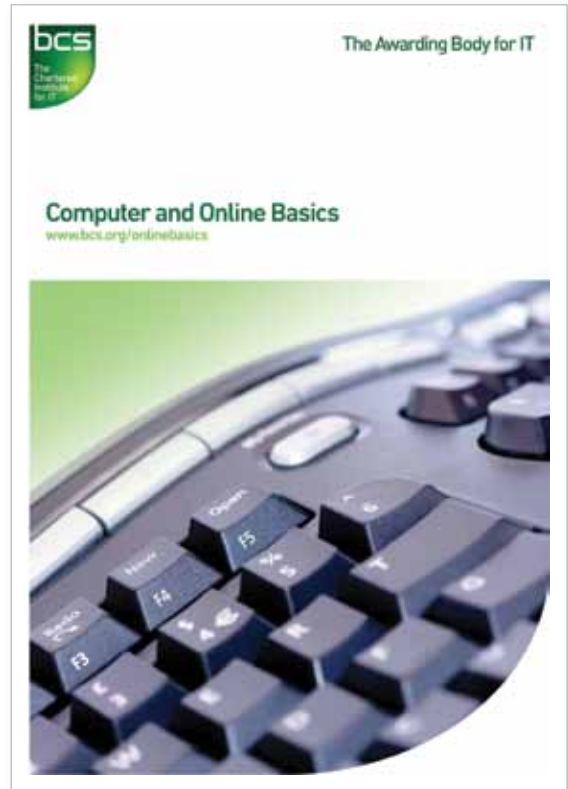
Computer and Online Basics is particularly helpful for the tutor as all materials are in a single bound workbook that is easy to store, hand out and manage.

The workbook is also very useful in mixed ability classes and drop-in sessions where individuals need to work largely on their own, with tutor support only where it is needed.

There is no exam to set up and manage. All you need to do is ensure the learner completes the workbook, which provides clear evidence of learning activity.



Course  
workbook



## Easy to administer...

Computer and Online Basics is easy to administer and manage at every stage using the online BCS Approved Centre Forum (ACF) system.

There are no hidden costs and everything comes with each purchase, including learner registration, a copy of the workbook and delivery of printed certificates for each successful learner.

There is no exam to administer, as all the learner has to do is complete the workbook to the satisfaction of the tutor.

There are even free posters and leaflets available to help you advertise and encourage learners to join your classes.

It is also easy to purchase additional registrations online for each new learner.

BCS has a dedicated qualifications support team who are just a phone call away.

Computer and Online Basics comes from the respected ECDL Foundation and can easily be the first step to a higher qualification.



Promotional  
leaflet and  
poster



## Easy to become a BCS Centre...

If you are not already approved as a BCS Centre, this is a quick and easy process.

BCS will guide you through the steps, doing most of the work for you.

When you become a BCS Approved Centre you may then be able to offer additional BCS qualifications.

## Find out more

Visit [www.bcs.org/basics](http://www.bcs.org/basics)

Call **01793 417 530**

Email [qualifications@hq.bcs.org.uk](mailto:qualifications@hq.bcs.org.uk)

# Just the facts

	Computer and Online Basics	Online Basics
<b>Qualification</b>	QCF entry level 3, 2 ITQ credits	QCF entry level 3, 1 ITQ credit
<b>Guided learning hours</b>	15 hours	10 hours
<b>QAN number</b>	600/0831/1	600/0540/3
<b>Workbook</b>	78 pages	36 pages
<b>Certificate</b>	No exam – just satisfactory completion of workbook	

Contents summary	Computer and Online Basics	Online Basics
<b>Computer basics:</b> parts of the computer, types of computer, start up, keyboard, mouse, shut down	✓	✓
<b>Introduction to the desktop:</b> icons, taskbar, start button, windows, storing, applications, file types	✓	
<b>Introduction to documents:</b> creating, naming, fonts, writing, cut/paste, saving, printing	✓	
<b>The worldwide web:</b> information, security, connecting, navigating, downloading, searching, social networking	✓	✓
<b>Email:</b> accounts, creating, sending, replying, forwarding, attachments	✓	✓



## About BCS

Our mission as BCS, The Chartered Institute for IT, is to enable the information society. We promote wider social and economic progress through the advancement of information technology science and practice.

We bring together industry, academics, practitioners and government to share knowledge, promote new thinking, inform the design of new curricula, shape public policy and inform the public. Our vision is to be a world-class organisation for IT. Our 70,000 strong membership includes practitioners, businesses, academics and students in the UK and internationally. We deliver a range of professional development tools for practitioners and employees. A leading IT qualification body, we offer a range of widely recognised qualifications.

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