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Yes, you can...

Computer and Online Basics

The easy way to get going with computers and the internet

Computer and Online Basics

The easy way to get going with computers and the internet

It's OK...

Not everyone can use computers and the internet. That's OK.

Maybe you haven't had the time or need. Maybe you haven't had access or someone to help. Maybe it has held you back in some ways.

Don't worry. It's OK.

It doesn't have to stay that way.

You can do it...

Now there's an easy way to get going.

Imagine using a straightforward workbook that sits beside you. That guides you through each step and goes at your own speed. That helps you show you're really learning how to use computers and the internet.

And a tutor who is always on hand to help keep you going.

Yes, you can.





Now you can...

Computer and Online Basics is a course just for you. If you've used computers before, then Online Basics will get you onto the internet.

You'll soon be writing documents, sending emails and more.

There's so much you can do online these days, such as:

- staying in touch with family and friends
- finding bargains and things you need
- seeing what's on in your area
- helping out with your hobbies

You can start soon...

All this is just a few steps away.

Talk to the people at your local centre, who will help you register on the course.

And what's more, you'll end up with a recognised qualification, without having to do any exams. All you need to do is to finish the workbook.

Yes, you can.

Just the facts

	Computer and Online Basics	Online Basics
Your qualification	entry level 3, with 2 credits	entry level 3, with 1 credit
The workbook	78 pages	36 pages
Completing it	No exam – just satisfactory completion of workbook	

What does it cover?	Computer and Online Basics	Online Basics
Computer basics: shows you the parts of the computer and how to get it going	✓	✓
Introduction to the desktop: helps you understand the things that you see on the screen	✓	
Introduction to documents: gets you writing and printing letters and more	✓	
The worldwide web: takes you safely online where you can find all kinds of interesting things	✓	✓
Email: lets you send messages to your friends and family and then read their replies	✓	✓

About BCS

At BCS, The Chartered Institute for IT, our aim is to enable everyone to benefit from IT. Our IT qualifications and training offer you skills that will improve your performance, build your confidence and increase job prospects.

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