Take the first step
Computer and Online Basics

bcs.org/skillsforemployment
Computers and the internet are changing the way many of us live – both at home and in the workplace. For an increasing number of today’s jobs, you need to be able to use a computer, and outside of work more and more important services are moving online.

It’s a concern for those who don’t have the skills to use a computer or the internet. That’s why BCS has developed Computer and Online Basics.

**Don’t get left behind**

Computer and Online Basics is a qualification designed for absolute beginners, and the ideal way to get started.

The course uses a paper workbook to guide you step-by-step. With the help of your tutor, you learn at your own pace and build the confidence to use a computer and the internet on your own, safely and effectively.

**No exam**

There is no exam at the end. Instead you demonstrate your ability by completing simple tasks and answering questions as you progress through the workbook.

### Do you want to:

- search for jobs on the internet?
- use online government services?
- send and receive emails?
- create electronic documents?

### What’s covered

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<th>Computer and Online Basics</th>
<th>Online Basics</th>
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<td>Introduction to the computer, keyboard and mouse</td>
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<td>Understanding what you see on the screen</td>
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<td>How to write and print letters and documents</td>
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<td>Getting online safely and searching websites</td>
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<td>Sending email messages and reading replies</td>
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1. BCS Entry Level Award in Computer and Online Basics (ITQ) (Entry 3) (QCF); 3 credits
2. BCS Entry Level Award in Online Basics (ITQ) (Entry 3) (QCF); 1 credit

### Like to know more?

For more information, speak to your tutor or visit bcs.org/skillsforemployment

To find your nearest training centre, call us on 01793 417 530 or visit bcs.org/findacentre

### About BCS

We enable the global information society by improving the IT skills of everyone who uses, or wants to use, technology. The leading awarding organisation for IT qualifications, we work with partners in schools, adult education, government and business in the UK and across the world. We are experts in our field and at the forefront of innovation in learning delivery and assessment.